SHERIFF'S PREFACE

In support of our mission statement and our five value points we have developed a policy and procedure manual for the Boone County Sheriff's Office. This manual has been designed to provide our Sheriff's Office employees with readily accessible and contemporary reference information pertaining to our office policies and procedures. The purpose of this manual is to provide each of you with the most up to date policies and procedures so that you can perform your duties as an ethical and competent law enforcement professional. We hold each of you to a higher standard in order that we can be responsible and accountable to the citizens of Boone County. It is important and imperative that we always complete our daily duties around the following mission statement and value points so that we can adhere to the Law Enforcement Code of Ethics.

BCSO Value Points

INTEGRITY: The quality of possessing and steadfastly adhering to high moral principles and professional standards. Integrity implies honesty, truthfulness, honor, veracity, and reliability.

COMMITMENT: Commitment is the sense of responsibility to the people that we serve, the law enforcement profession, and the oath of our office. Commitment is kindred to loyalty and is exemplified by courage, dedication, and persistence.

LEADERSHIP: The ability to guide, direct, and influence people toward the proper course of action. Leadership implies the ability to provide purpose and motivation. Even those who do not serve in a formal leadership role can lead by example.

PROFESSIONALISM: The skill and competence exhibited by a highly trained professional, characterized by pride, self-discipline, a thirst for higher education, and a customer service-oriented approach.

LOYALTY: An unfailing devotion to a cause despite our personal likes, dislikes, hopes, and desires. Loyalty implies faithfulness, devotion, allegiance, trustworthiness, and fidelity so that a common cause might prevail.

This contents manual is meant to serve as guidelines and to provide each of you with policy and procedure direction for the operation of the entire office. It is an ever-living and breathing document of changing laws, practices, and procedures. It will continually be updated to include the most contemporary National, State, and Local standards and laws that range from critical incidents to reporting requirements.

As we continue to create an environment that promotes teamwork, innovation, outside the box thinking, pride, and constant evaluation of ourselves, we want each of you to understand and know the policies and procedures that we must follow to be accountable to those that we serve each day while at the same time maintaining this teamwork environment.

This manual has been assigned to you and must always be maintained by you. As updates are pushed out to each of you for deletions, additions, or changes, it becomes your responsibility to understand and become familiar with those changes. You will be held accountable and responsible

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

for the contents and it is imperative that you use it regularly to become familiar with each policy and procedure.

The failure of you to not know and understand the contents of this manual will not be a defense in the case if you are considered for disciplinary action for violation of any of the policies and procedures contained within this manual. This policy and procedure manual will not cover every situation. If this is the case it is expected that you will act with good judgement, common sense, ethically, and in a manner that is generally consistent with the purpose of this manual.

As you read and become familiar with this manual please keep in mind that these are best practice guidelines. These policies and procedures are critical to the overall success of our office. These policies and procedures will hold us accountable for our actions and activities. This manual will stand as an immediate resource to you to assist you in maintaining our overall mission statement and doing our jobs per our value points.

Respectfully,

Anthony Harris
Sheriff of Boone County, Indiana

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

LAW ENFORCEMENT CODE OF ETHICS

As a law enforcement officer, my fundamental duty is to serve the community; to safeguard lives and property; to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against abuse or disorder; and to respect the constitutional rights of all to liberty, equality and justice.

I will keep my private life unsullied as an example to all and will behave in a manner that does not bring discredit to me or to my agency. I will maintain courageous calm in the face of danger, scorn or ridicule; develop self-restraint; and be constantly mindful of the welfare of others. Honest in thought and deed both in my personal and official life, I will be exemplary in obeying the law and the regulations of my department. Whatever I see or hear of a confidential nature or that is confided to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I will never act officiously or permit personal feelings, prejudices, political beliefs, aspirations, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear or favor, malice or ill will, never employing unnecessary force or abuse and never accepting gratuities.

I recognize the badge of my office as a symbol of public faith, and I accept it as a public trust to be held so long as I am true to the ethics of police service. I will never engage in acts of corruption or bribery, nor will I condone such acts by other police officers. I will cooperate with all legally authorized agencies and their representatives in the pursuit of justice.

I know that I alone am responsible for my own standard of professional performance and will take every reasonable opportunity to enhance and improve my level of knowledge and competence.

I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

MISSION STATEMENT

The mission statement of the Sheriff’s Office is clear – "The Boone County Sheriff’s Office is committed to providing a safe and supportive community through honest, competent, professional and progressive law enforcement services.” Our Value points are Integrity, Leadership, Loyalty, Professionalism, and Commitment.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Table of Contents

Sheriff's Preface. 1

Law Enforcement Code of Ethics. 3

Mission Statement. 4

Chapter 1 - Law Enforcement Role and Authority. 11

100 - Law Enforcement Authority. 12
101 - Chief Executive Officer. 14
102 - Oath of Office. 15
103 - Policy Manual. 16

Chapter 2 - Organization and Administration. 19

200 - Organizational Structure and Responsibility. 20
201 - Executive Orders. 24
202 - Emergency Operations Plan. 26
203 - Training. 28
204 - Electronic Mail. 34
205 - Administrative Communications. 35
206 - Supervision Staffing Levels. 36
207 - Retired Officer Identification Card. 37
208 - License to Carry a Handgun. 40
209 - Budget Management. 42
210 - Emergency Management Plan Procedures. 43
211 - LETB Uniform Statewide Defensive Tactics Training Program. 46

Chapter 3 - General Operations. 47

300 - Use of Force. 48
301 - Use of Force Review Boards. 56
302 - Handcuffing and Restraints. 59
303 - Control Devices. 64
304 - Conducted Energy Device. 69
305 - Officer-Involved Shootings and Deaths. 76
306 - Firearms. 85
307 - Vehicle Pursuits. 95
308 - Foot Pursuits. 109
309 - Deputy Response to Calls. 114
310 - Canines. 118
311 - Domestic or Family Violence. 127
312 - Search and Seizure. 133
313 - Child Abuse. 136
314 - Adult Abuse. 142
315 - Discriminatory Harassment. 147
316 - Missing Persons. 152

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

317 - Public Alerts. 160
318 - Victim and Witness Assistance. 165
319 - Bias Crimes. 168
320 - Standards of Conduct. 170
321 - Information Technology Use. 177
322 - Office Use of Social Media. 181
323 - Report Preparation. 184
324 - Media Relations. 189
325 - Subpoenas and Court Appearances. 193
326 - Part-Time Deputies. 195
327 - Reserve Deputies. 198
328 - Posse Members. 202
329 - Outside Agency Assistance. 204
330 - Registered Offender Information. 207
331 - Major Incident Notification. 211
332 - Death Investigation. 213
333 - Citizen's Arrest. 216
334 - Limited English Proficiency Services. 217
335 - Communications with Persons with Disabilities. 225
336 - Chaplains. 233
337 - Public Safety Video Surveillance System. 239
338 - Child and Dependent Adult Safety. 243
339 - Service Animals. 246
340 - Volunteers. 249
341 - Native American Graves Protection and Repatriation. 256
342 - Off-Duty Law Enforcement Actions. 258
343 - Identity Theft. 260
344 - Special Deputies. 261
345 - Sheriff's Office Security. 264
346 - Workplace Violence. 268
347 - LETB Uniform Statewide Policy on Deadly Force. 270
349 - Generative Artificial Intelligence Use. 271

Chapter 4 - Patrol Operations. 275

400 - Patrol. 276
401 - Bias-Based Policing. 279
402 - Information Pass-Down. 282
403 - Crime and Disaster Scene Integrity. 284
404 - Special Response and Crisis Negotiation Teams. 287
405 - Ride-Alongs. 296
406 - Hazardous Material Response. 300
407 - Hostage and Barricade Incidents. 303
408 - Response to Bomb Calls. 308
409 - Crisis Intervention Incidents. 313
410 - Involuntary Detentions. 318
411 - Summons and Release. 321
412 - Foreign Diplomatic and Consular Representatives. 323

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

413 - Violent Intruder Response and Deployment. 327
414 - Immigration Violations. 330
415 - Utility Service Emergencies. 333
416 - Aircraft Accidents. 335
417 - Field Training (FTO). 339
418 - Air Support. 347
419 - Contacts and Temporary Detentions. 348
420 - Criminal Organizations. 352
421 - Shift Supervisors. 357
422 - Mobile Audio/Video. 358
423 - Mobile Data Terminal Use. 365
424 - Portable Audio/Video Recorders. 368
425 - Public Recording of Law Enforcement Activity. 374
426 - Bicycle Patrol. 377
427 - Automated License Plate Readers (ALPRs). 381
428 - Homeless Persons. 384
429 - Medical Aid and Response. 387
430 - First Amendment Assemblies. 391
431 - Suspicious Activity Reporting. 398
432 - Civil Disputes. 401
433 - Service of Court Documents. 403
434 - School Resource Officers. 406
435 - Body-Worn Cameras. 409

Chapter 5 - Traffic Operations. 417
500 - Traffic. 418
501 - Traffic Accidents. 422
502 - Vehicle Tow Hearings. 427
503 - Vehicle Towing. 428
504 - Traffic Complaint and Summons, Information and Summons and Parking Citations 433
505 - Operating While Intoxicated. 436
506 - Disabled Vehicles. 441

Chapter 6 - Investigation Operations. 442
600 - Investigation and Prosecution. 443
601 - Sexual Assault Investigations. 449
602 - Asset Forfeiture. 453
603 - Informants. 459
604 - Eyewitness Identification. 465
605 - Brady Information. 469
606 - Unmanned Aerial System. 472
607 - Warrant Service. 475
608 - Operations Planning and Deconfliction. 479
609 - Collection and Preservation of Evidence Procedure. 484
610 - Fatal Alcohol Crash Team. 487
611 - Forensic Genetic Genealogy. 489

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chapter 7 - Equipment. 493
700 - Office-Owned and Personal Property. 494
701 - Personal Communication Devices. 497
702 - Vehicle Maintenance. 501
703 - Vehicle Use. 504
704 - Cash Handling, Security and Management. 510
705 - Personal Protective Equipment. 512
706 - Credit Card Policy. 516

Chapter 8 - Support Services. 517
800 - Crime Analysis. 518
801 - the Communication Center. 520
802 - Crime Scene Investigation Division. 526
803 - Records Section. 539
804 - Records Maintenance and Release. 542
805 - Protected Information. 547
806 - Animal Control. 550
807 - Cybersecurity. 553

Chapter 9 - Custody. 554
900 - Temporary Custody of Adults. 555
901 - Temporary Custody of Juveniles. 567
902 - Custodial Searches. 574
903 - Prison Rape Elimination. 580

Chapter 10 - Personnel. 590
1000 - Recruitment and Selection. 591
1001 - Special Assignments, Promotions, and Demotions. 597
1002 - Grievances. 603
1003 - Anti-Retaliation. 605
1004 - Reporting of Arrests, Convictions and Court Orders. 608
1005 - Drug- and Alcohol-Free Workplace. 610
1006 - Time-Off Benefit and Military Leave. 614
1007 - Communicable Diseases. 618
1008 - Smoking and Tobacco Use. 623
1009 - Personnel Complaints. 624
1010 - Safety Belts. 636
1011 - Body Armor. 638
1012 - Personnel Records. 640
1013 - Request for Change of Assignment. 645
1014 - Commendations and Awards. 646
1015 - Fitness for Duty. 649
1016 - Meal Periods and Breaks. 652
1017 - Lactation Breaks. 653
1018 - Payroll Records. 655
1019 - Overtime Compensation. 657
1020 - Outside Employment and Outside Overtime. 660

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1021 - Work-Related Illness and Injury Reporting. 665
1022 - Personal Appearance Standards. 667
1023 - Uniforms and Civilian Attire. 671
1024 - Conflict of Interest. 678
1025 - Badges, Patches and Identification. 680
1026 - Temporary Modified-Duty Assignments. 682
1027 - Performance History Audits. 686
1028 - Speech, Expression and Social Networking. 689
1029 - Illness and Injury Prevention. 693
1030 - Line-of-Duty Deaths. 699
1031 - Honor/Color Guard. 712
1032 - Separation From Employment. 714
1033 - InTime Workforce Management Platform. 716
1034 - Wellness Program. 718
1035 - Recruitment Plan. 724

Attachments. 725
DRINKING PARTIES BEST PRACTICES CHECK LIST.pdf. 726
BCSO Chaplain Handbook (Signed) 2-2022.pdf. 727
Evidence-Submission-Guidelines-2022.pdf. 728
FMLA (002).pdf. 729
BCSO Operations Plan.pdf. 730
Statement of Rights.pdf. 731
Best Practices for Investigation of Drinking Parties.pdf. 732
Branch of Service.pdf. 733
Consent to Search Electronic or Storage Devices Form.pdf. 734
CSI Call Out Policy.pdf. 735
LETB Uniform Statewide Policy on Deadly Force.pdf. 736
02-Minimum-Standards-for-Vehicle-Pursuits-11.7.22.pdf. 737
BCSO Indemnification AgreementNEW.pdf. 738
Internal Notice Statement of Rights.pdf. 739
PTO 2024.pdf. 740
Warrant service matrix.pdf. 741
FTO - training manual.pdf. 742
IN-Missing_Persons_Report.pdf. 743
APPENDIX A.pdf. 744
APPENDIX B.pdf. 745
Special Deputy Form.pdf. 746
BCSO Chaplain Handbook revision (002).pdf. 747
Drug and Alcohole Influence Checklist.pdf. 748
Educational Benefits and Training Cost Reimbursement Form.pdf. 749
Enforcement Division Sergeant 11_3_16 (002).pdf. 750
BOONE COUNTY COMMUNICATIONS CENTER SOGs.pdf. 751
Enforcement Operations Captain (002).pdf. 752
FACT SOGs.pdf. 753
Vehicle Inspection Form.pdf. 754
Employee Non-Disclosure and Confidentiality Form.pdf. 755

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Protocol with DCS.pdf. 756
LETB Uniform Statewide Defensive Tactics Training Program Policy.pdf. 757

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chapter 1 - Law Enforcement Role and Authority

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Law Enforcement Authority

100.1 PURPOSE AND SCOPE

100.2 POLICY

It is the policy of the Boone County Sheriff's Office to limit its members to only exercise the authority granted to them by law.

While this office recognizes the power of peace officers to make arrests and take other enforcement action, deputies are encouraged to use sound discretion in the enforcement of the law. This office does not tolerate abuse of law enforcement authority.

100.3 LAW ENFORCEMENT OFFICER POWERS

Sworn members of this office are authorized to exercise peace officer powers pursuant to applicable state law.

100.3.1 ARREST AUTHORITY WITHIN THE JURISDICTION OF THE BOONE COUNTY SHERIFF'S OFFICE

The arrest authority of deputies within the jurisdiction of the Boone County Sheriff's Office includes (I.C. § 35-33-1-1; I.C. § 36-8-10-10.6; I.C. § 36-8-10-9):

(a) In compliance with an arrest warrant.

(b) When any offense is being committed in the deputy's presence.

(c) When there is probable cause to believe that the offender has committed or is attempting to commit a felony.

(d) When there is probable cause to believe that the offender has committed:

    (a) A violation of the duties of a motorist involved in a motor vehicle accident.

    (b) A violation involving operating a motor vehicle while intoxicated.

    (c) A battery resulting in bodily injury.

    (d) Domestic battery.

    (e) An invasion of privacy.

    (f) A violation of a no-contact order with a child or member of a foster family home.

    (g) A violation relating to unlawful carrying of a handgun or a violation relating to a counterfeit handgun license.

    (h) A violation of the terms of the offender's probation.

    (i) A violation pertaining to the undisclosed transport of a dangerous device.

    (j) A theft.

    (k) An offense where the individual interfered with the reporting of any crime (including domestic or family violence), calling 9-1-1, or obtaining medical assistance.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(l) And been indicted or convicted of one or more of the aggravated felonies in 8 USC 1101(a)(43).

100.3.2 ARREST AUTHORITY OUTSIDE THE JURISDICTION OF THE BOONE COUNTY SHERIFF'S OFFICE

Deputies outside the jurisdiction of the Boone County Sheriff's Office have the same arrest authority as if inside the jurisdiction of the Boone County Sheriff's Office (I.C. § 35-33-1-1).

100.4 ARREST AUTHORITY FOR MOTOR VEHICLE VIOLATIONS

Deputies may arrest or issue a traffic information and summons to a person when (I.C. § 9-30-2-2):

(a) The deputy is in uniform with a badge displayed or operating a clearly marked police vehicle.

(b) The deputy is in an unmarked vehicle, and:

1. There is a uniformed deputy present, or
2. The arrest or citation is for violation of:
    (a) Reckless endangerment under I.C. § 9-21-8-52(a)(1)(A).
    (b) Recklessly passing a school bus causing injury or death under I.C. § 9-21-8-52(b).
    (c) Operating a motor vehicle while intoxicated in a manner endangering a person under I.C. § 9-30-5-2(b).

100.5 INTERSTATE PEACE OFFICER POWERS

Peace officer powers may be extended to other states:

(a) As applicable under interstate compacts, memorandums of understanding, or mutual aid agreements in compliance with the laws of each state.

(b) When a deputy enters Michigan or Ohio in fresh pursuit of a felony suspect (MCL 780.101 (Michigan)); ORC § 2935.30 (Ohio)); or enters Illinois in fresh pursuit of a suspect who has committed a felony or misdemeanor offense (725 ILCS 5/107-4 (Illinois)).

Whenever a deputy makes an arrest in another state, the deputy shall take the offender to a magistrate or judge in the county where the arrest occurred as soon as practicable (MCL 780.102; ORC § 2935.31; 725 ILCS 5/107-4).

100.6 CONSTITUTIONAL REQUIREMENTS

All members shall observe and comply with every person’s clearly established rights under the United States and Indiana constitutions.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chief Executive Officer

101.1 PURPOSE AND SCOPE

All law enforcement Chief Executive Officers employed within the State of Indiana are required to meet specific requirements for appointment. This policy provides guidelines for the appointment of the Chief Executive Officer of the Boone County Sheriff's Office, who is required to exercise the powers and duties of the office as prescribed by state law.

101.2 POLICY

It is the policy of the Boone County Sheriff's Office that the Sheriff meets the minimum standards for exercising his/her authority granted by law.

101.3 SHERIFF REQUIREMENTS

The Sheriff of this office, as a condition of continued employment, shall meet the eligibility and background requirements under the Indiana Constitution as well as applicable requirements under state and local laws (Indiana Constitution, Art. 6).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Oath of Office

102.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that oaths, when appropriate, are administered to office members.

102.2 POLICY

It is the policy of the Boone County Sheriff's Office that, when appropriate, office members affirm the oath of their office as an expression of commitment to the constitutional rights of those served by the Office and the dedication of its members to their duties.

102.3 OATH OF OFFICE

All office members, when appropriate, shall take and subscribe to the oaths or affirmations applicable to their position (I.C. § 5-4-1-1; Ind. Const. Art. 15 § 4).

See Oath

102.3.1 PROCEDURES

The Sheriff or the authorized designee is responsible for establishing a process for completing and documenting the administration of the oath to new hires.

102.4 MAINTENANCE OF RECORDS

The oath of office shall be filed as prescribed by law (I.C. § 5-4-1-4; I.C. § 5-4-1-5.1).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Policy Manual

103.1 PURPOSE AND SCOPE

The manual of the Boone County Sheriff's Office is hereby established and shall be referred to as the Policy Manual or the manual. The manual is a statement of the current policies, procedures, rules and guidelines of this office. All members are to conform to the provisions of this manual.

All prior and existing manuals, orders and regulations that are in conflict with this manual are rescinded, except to the extent that portions of existing manuals, orders and other regulations that have not been included herein shall remain in effect where they do not conflict with the provisions of this manual.

103.2 POLICY

Except where otherwise expressly stated, the provisions of this manual shall be considered as guidelines. It is recognized that the work of law enforcement is not always predictable and that circumstances may arise that warrant departure from these guidelines. It is the intent of this manual to be viewed from an objective standard, taking into consideration the sound discretion entrusted to members of this office under the circumstances reasonably available at the time of any incident.

103.2.1 DISCLAIMER

The provisions contained in the Policy Manual are not intended to create an employment contract nor any employment rights or entitlements. The policies contained within this manual are for the internal use of the Boone County Sheriff's Office and shall not be construed to create a higher standard or duty of care for civil or criminal liability against the County, its officials or members. Violations of any provision of any policy contained within this manual shall only form the basis for administrative action, training or discipline. The Boone County Sheriff's Office reserves the right to revise any policy content, in whole or in part.

103.3 AUTHORITY

The Sheriff shall be considered the ultimate authority for the content and adoption of the provisions of this manual and shall ensure compliance with all applicable federal, state and local laws. The Sheriff or the authorized designee is authorized to issue Executive Orders, which shall modify those provisions of the manual to which they pertain. Executive Orders shall remain in effect until such time as they may be permanently incorporated into the manual.

103.4 DEFINITIONS

The following words and terms shall have these assigned meanings throughout the Policy Manual, unless it is apparent from the content that they have a different meaning:

Adult - Any person 18 years of age or older.

County - The County of Boone County Sheriff's Office.

Civilian - Employees and volunteers who are not certified law enforcement officers.

Office/BCSO - The Boone County Sheriff's Office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Employee - Any person employed by the Office.

ILEA - Indiana Law Enforcement Academy.

Manual - The Boone County Sheriff's Office Policy Manual.

May - Indicates a permissive, discretionary or conditional action.

Member - Any person employed or appointed by the Boone County Sheriff's Office, including:

- Full- and part-time employees
- Certified law enforcement officers
- Reserve, auxiliary deputies
- Civilian employees
- Volunteers.

Minor - Any individual under the age of 18 years (I.C. § 35-49-1-4).

Deputy - Those employees, regardless of rank, who are certified law enforcement officers of the Boone County Sheriff's Office (I.C. § 5-2-1-2).

On-duty - A member's status during the period when he/she is actually engaged in the performance of his/her assigned duties.

Order - A written or verbal instruction issued by a superior.

Policy statement - A declaration of position by the Office on a particular topic, intended to guide the actions of members.

Rank - The title of the classification held by a deputy.

Shall or will - Indicates a mandatory action.

Should - Indicates a generally required or expected action, absent a rational basis for failing to conform.

Supervisor - A person in a position of authority that may include responsibility for hiring, transfer, suspension, promotion, discharge, assignment, reward or discipline of other office members, directing the work of other members or having the authority to adjust grievances. The supervisory exercise of authority may not be merely routine or clerical in nature but requires the use of independent judgment.

The term "supervisor" may also include any person (e.g., deputy-in-charge, lead or senior worker) given responsibility for the direction of the work of others without regard to a formal job, title, rank or compensation.

When there is only one office member on-duty, that person may also be the supervisor, except when circumstances reasonably require the notification or involvement of the member's off-duty supervisor or an on-call supervisor.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

103.5 ISSUING THE POLICY MANUAL

An electronic version of the Policy Manual will be made available to all members on the office network for viewing and printing. No changes shall be made to the manual without authorization from the Sheriff or the authorized designee.

Each member shall acknowledge that he/she has been provided access to and has had the opportunity to review the Policy Manual and Executive Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions that they do not fully understand.

103.6 PERIODIC REVIEW OF THE POLICY MANUAL

The Sheriff will ensure that the Policy Manual is periodically reviewed and updated as necessary.

103.7 REVISIONS TO POLICIES

All revisions to the Policy Manual will be provided to each member on or before the date the policy becomes effective. Each member will be required to acknowledge that he/she has reviewed the revisions and shall seek clarification from an appropriate supervisor as needed.

Members are responsible for keeping abreast of all Policy Manual revisions.

Each Commander will ensure that members under his/her command are aware of any Policy Manual revision.

All office members suggesting revision of the contents of the Policy Manual shall forward their written suggestions to their Commanders, who will consider the recommendations and forward them to the command staff as appropriate.

103.8 RETENTION AND ARCHIVE OF THE POLICY MANUAL

All office policies shall be retained in accordance with local and state retention requirements. Office policies shall be archived in the Lexipol Knowledge Management System (KMS). KMS automatically archives all office policies.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chapter 2 - Organization and Administration

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Organizational Structure and Responsibility

200.1 PURPOSE AND SCOPE

This policy establishes the organizational structure of the Office and defines general responsibilities of office members.

200.2 POLICY

The Boone County Sheriff's Office will implement and maintain an organizational structure that provides clear and identifiable roles for command, control and guidance of the Office. Each position and assignment should have clearly identified responsibilities and a defined chain of command.

200.3 DIVISIONS

The Sheriff is responsible for administering and managing the Boone County Sheriff's Office. There are ten divisions in the office:

- Administration Division
- Enforcement Division
- Investigation Division
- Chaplains Division
- Civil Division
- Communications Division
- Corrections Division
- Reserve Division
- School Resource Division
- Courthouse Division

200.3.1 ORGANIZATIONAL CHART

The Sheriff or the authorized designee is responsible for developing and updating a chart showing the organizational components and functions. The chart should be reviewed at least annually. The chart may be attached to this Policy Manual for distribution or may be posted in appropriate locations throughout the Office.

200.3.2 ADMINISTRATION DIVISION

The Administration Division is commanded by the Matron, whose primary responsibility is to provide general management, direction and control for the Administration Division. The Administration Division consists of technical and administrative services.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

200.3.3 ENFORCEMENT DIVISION
The Enforcement Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Enforcement Division. The Enforcement Division consists of uniformed patrol and special operations, which includes the Courthouse Section and the Animal Control Section.

200.3.4 INVESTIGATION DIVISION
The Investigation Division is commanded by an assigned Captain, whose primary responsibility is to provide general management, direction and control for the Investigation Division. The Investigation Division consists of the Investigation Division, Crime Scene Investigation Division, crime analysis and forensic services.

200.3.5 CHAPLAINS DIVISION
The Chaplains Division is commanded by the Head Chaplain, whose primary responsibility is to provide general management, direction and control for the Chaplains Division.

200.3.6 CIVIL DIVISION
The Civil Division is commanded by the Civil Division Commander, whose primary responsibility is to provide general management, direction and control for the Civil Division.

200.3.7 COMMUNICATIONS DIVISION
The Communications Division is commanded by the 911 Director, whose primary responsibility is to provide general management, direction and control for the Communications Division.

200.3.8 CORRECTIONS DIVISION
The Corrections Division is commanded by the Jail Commander, whose primary responsibility is to provide general management, direction and control for the Corrections Division.

200.3.9 RESERVE DIVISION
The Reserve Division is commanded by the Reserve Commander, whose primary responsibility is to provide general management, direction and control for the Reserve Division.

200.3.10 SCHOOL RESOURCE OFFICER DIVISION
The School Resource Officer Division is commanded by the School Resource Officer Supervisor, whose primary responsibility is to provide general management, direction and control for the School Resource Officer Division.

200.3.11 COURTHOUSE DIVISION
The Courthouse Division is commanded by the Courthouse Division Supervisor, whose primary responsibility is to provide general management, direction, and control for the Courthouse Division.

200.4 COMMAND PROTOCOL

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

200.4.1 SUCCESSION OF COMMAND

The Sheriff exercises command over all members of the Boone County Sheriff's Office. During planned absences, the Sheriff will designate an acting Sheriff.

Except when designated as above, the order of command authority in the absence or unavailability of the Sheriff is as follows:

(a) Chief Deputy

(b) Major

(c) Enforcement Commander/Captain

(d) Division Commander/Captain

(e) Lieutenant

(f) Sergeant

(g) Corporal

(h) Officer in Charge

(i) Deputy

200.4.2 UNITY OF COMMAND

The principles of unity of command ensure efficient supervision and control within the Office. Generally, each member shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, Bicycle Patrol), any supervisor may temporarily direct any subordinate if an operational necessity exists.

200.4.3 GOALS AND OBJECTIVES

The Sheriff or the authorized designee is responsible for establishing goals and objectives for the Boone County Sheriff's Office using a strategic planning process, and shall ensure the goals and objectives are reviewed and updated annually. Commanders are responsible for developing, reviewing and updating the elements of the plan that affect their Division. The strategic plan should specify a time period and should include, but is not limited to:

- Long-range goals and objectives.
- Anticipated workload and staffing needs.
- Capital improvement, equipment and supply needs.
- Provisions for implementation, measuring achievement and revision as needed.
- Annual evaluation of progress.
- Annual update of all goals and objectives.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

200.5 AUTHORITY AND RESPONSIBILITIES

Each member will be assigned duties and responsibilities. Each member is delegated the authority necessary to effectively execute those responsibilities. Each member will also be held accountable for the appropriate application of that delegated authority.

Boone County Sheriff's Office Procedure Manual: AUTHORITY OF THE CHIEF DEPUTY

Boone County Sheriff's Office Procedure Manual: AUTHORITY OF THE ENFORCEMENT CAPTAIN

Boone County Sheriff's Office Procedure Manual: EXECUTIVE STAFF

Boone County Sheriff's Office Procedure Manual: PERSONNEL BOARD

Boone County Sheriff's Office Procedure Manual: INVESTIGATION DIVISION COMMANDER

Boone County Sheriff's Office Procedure Manual: SCHOOL RESOURCE OFFICER SUPERVISOR

Boone County Sheriff's Office Procedure Manual: CIVIL DIVISION COMMANDER

Boone County Sheriff's Office Procedure Manual: ROAD SUPERVISORS

200.6 REVIEW BOARDS

The Sheriff may establish, from time to time, certain boards for the efficient, effective operation of the Office and the implementation of the Rules and Regulations and the Administrative Policies. These Boards shall include, but not be limited to, the Personnel Board, Firearms Review Board, the Crash Review Board, the Promotion Board, the Transfer Board, the Interview Board, and the Disciplinary Review Board.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Executive Orders

201.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for issuing Executive Orders.

201.2 POLICY

Executive Orders will be used to modify policies of the Boone County Sheriff's Office when an immediate need to adapt a policy or procedure exists, in order to best meet the mission of the Office. Applicable collective bargaining agreements and other work agreements should be considered before a Executive Order is issued.

201.3 PROTOCOL

Executive Orders will be incorporated into the Policy Manual, as required, upon approval. Executive Orders will modify existing policies or create a new policy as appropriate and will be rescinded if incorporated into the manual.

The Sheriff or the authorized designee should ensure that all Executive Orders are disseminated appropriately. Executive Orders should be numbered consecutively and incorporate the year of issue. All members will be notified when a Executive Order is rescinded or has been formally adopted into the Policy Manual.

201.3.1 PROCEDURES AND PRACTICES

Executive Orders will also be used as provided in this policy to address office procedures and practices not addressed in this Policy Manual.

201.4 RESPONSIBILITIES

201.4.1 COMMAND STAFF

Command staff shall periodically review Executive Orders to determine whether they should be formally incorporated into the Policy Manual, and, as appropriate, will recommend necessary modifications to the Sheriff.

201.4.2 SHERIFF

Only the Sheriff or the authorized designee may approve and issue Executive Orders.

201.4.3 LEGAL SUFFICIENCY

The Sheriff or the authorized designee is responsible for ensuring that all policies and procedures are in compliance with Indiana law.

201.5 ACCEPTANCE OF DIRECTIVES

All members shall be provided access to the Executive Orders. Each member shall acknowledge that he/she has been provided access to, and has had the opportunity to review, the Executive Orders. Members shall seek clarification as needed from an appropriate supervisor for any provisions they do not fully understand.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

201.5.1 DOCUMENTATION

The Matron or designee should develop a system, approved by the Sheriff, for documenting member receipt of Executive Orders.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Emergency Operations Plan

202.1 PURPOSE AND SCOPE

This policy clarifies the role of the Boone County Sheriff's Office and responsibilities of its members pertaining to large-scale emergencies and the Indiana Emergency Operations Plan.

202.2 POLICY

The Boone County Sheriff's Office will prepare for large-scale emergencies within and outside its jurisdiction through planning and mutual cooperation with other agencies (I.C. § 10-14-3-9; I.C. § 10-14-3-10.8).

The County Emergency Operations Plan complies with the State of Indiana’s Emergency Operation Plan. This plan provides guidance for County emergency operations within and outside its borders as may be required.

202.2.1 BOONE COUNTY SHERIFF'S OFFICE CODES/ORDINANCES

An emergency management organization has been established by the County of Boone County Sheriff's Office. This ordinance has been approved by the County Council (I.C. § 10-14-3-17).

202.3 OFFICE RESPONSIBILITIES

The Office shall enforce the orders, rules and regulations issued pursuant to the Emergency Operations Plan (I.C. § 10-14-3-24).

202.4 ACTIVATING THE EMERGENCY OPERATIONS PLAN

The Emergency Operations Plan can be activated in a number of ways. For the Boone County Sheriff's Office, the Sheriff or the highest ranking on-duty supervisor may activate the Emergency Operations Plan in response to a major emergency.

Upon activation of the plan, the Sheriff or the authorized designee should contact the Indiana Department of Homeland Security to assist with mutual aid response from local, state and federal law enforcement agencies.

202.4.1 RECALL OF PERSONNEL

In the event that the Emergency Operations Plan is activated, all employees of the Boone County Sheriff's Office are subject to immediate recall to service. Employees may also be subject to recall during extraordinary circumstances as deemed necessary by the Sheriff or the highest ranking on-duty supervisor.

Failure to promptly respond to an order to report for duty may result in discipline.

202.5 LOCATION OF THE EMERGENCY OPERATIONS PLAN

Copies of the Emergency Operations Plan are available in Administration, the Shift Supervisor's office and the Communication Center. All supervisors should familiarize themselves with the Emergency Operations Plan and the roles members will play when the plan is implemented. The

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Administration Commander should ensure that office members are familiar with the roles they will play when the plan is implemented.

202.6 AFTER-ACTION REPORTS

After-action reports shall be prepared for any natural or manmade disasters or unusual incidents and forwarded to the Sheriff for review. The Incident Commander should work with County legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, which should include:

(a) The date, time, and description of the event.

(b) The actions taken and outcomes (e.g., injuries, property damage, arrests, costs).

(c) Any identified problems.

(d) Significant events.

(e) Recommendations for improvement. Opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts, or circumstances.

202.7 EMERGENCY OPERATIONS PLAN REVIEW

The Sheriff or the authorized designee shall conduct a documented review of the Emergency Operations Plan at least once every two years and ensure that the plan conforms to any revisions made by the National Incident Management System (NIMS). The Sheriff or the authorized designee should appropriately address any needed revisions.

202.8 TRAINING

The Office should provide annual training on the Emergency Operations Plan for all supervisors and other appropriate personnel. All supervisors should familiarize themselves with the Emergency Operations Plan and personnel responsibilities when the plan is implemented. Training should incorporate a full or partial exercise, tabletop or command discussion.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Training

203.1 PURPOSE AND SCOPE

This policy establishes general guidelines for how training is to be identified, conducted and documented. This policy is not meant to address all specific training endeavors or identify every required training topic.

203.2 POLICY

The Office shall administer a training program that will meet the standards of federal, state, local, and the Indiana Law Enforcement Training Board (LETB) training requirements. It is a priority of this office to provide continuing education and training for the professional growth and development of its members.

203.3 OBJECTIVES

The objectives of the training program are to:

(a) Enhance the level of law enforcement service to the public.

(b) Increase the technical expertise and overall effectiveness of office members.

(c) Provide for continued professional development of office members.

(d) Ensure compliance with Indiana LETB rules and regulations concerning law enforcement training.

203.4 TRAINING PLAN

It is the responsibility of the Training Coordinator to develop, review, update and maintain a training plan and to ensure that mandated basic, in-service and office-required training is completed by all members as needed or required. The training plan should include the anticipated costs associated with each type of training, including attendee salaries and backfill costs. The plan should include a systematic and detailed method for recording and logging of all training for all members into the state approved database (e.g., Acadis®).

While updates and revisions may be made to any portion of the training plan at any time it is deemed necessary, the Training Coordinator shall review the entire training plan on an annual basis.

The plan will include information on curriculum, training material, training facilities and scheduling. The plan will address federal, state and office-required, minimum-mandated training of deputies and other members.

The training requirements established by the Indiana Law Enforcement Training Board are only the minimum qualification standards and training requirements for deputies. Additional training should be completed as necessary and appropriate (I.C. § 5-2-1-1).

See attachment: Educational Benefits and Training Cost Reimbursement Form

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

203.4.1 GOVERNMENT-MANDATED TRAINING

The following lists, while not all inclusive, identify training that is required under state and federal laws and regulations.

(a) Federally mandated training:

1. National Incident Management System (NIMS) training

(b) State-mandated training:

1. Deputies shall receive all required training prior to a law enforcement assignment (I.C. § 5-2-1-9; 250 I.A.C. 2-6-1; 250 I.A.C. 2-2-1).
2. Deputies shall complete all required in-service training (I.C. § 5-2-1-9; I.C. § 5-2-8-1; I.C. § 5-2-8-2; I.C. § 5-2-8-5; I.C. § 36-8-3-20; 250 I.A.C. 2-7-1).
3. Part-time and reserve deputies shall complete all required pre-basic and in-service training as required by state law (I.C. § 36-8-3-20; 250 I.A.C. 2-9-1; 250 I.A.C. 2-7-1; 250 I.A.C. 2-8-1).
4. Deputies shall complete all training required by the LETB pursuant to the operative LETB Uniform Statewide Policy on Deadly Force and the LETB Uniform Statewide Defensive Tactics Training Program Policy established under the authority of I.C. § 5-2-1-1 and I.C. § 5-2-1-9 (250 I.A.C. 2-7-1).

203.4.2 FAILURE TO COMPLETE IN-SERVICE TRAINING

If a deputy or reserve deputy fails to complete the required hours of in-service training in a calendar year as set forth in 250 I.A.C. 2-7-1, they should advise the Training Coordinator. The member in noncompliance shall be immediately suspended from exercising their police powers until the member has completed the necessary in-service training hours and met the additional requirements in 250 I.A.C. 2-7-4. The suspension of a member's police powers shall be documented in the member's training record (250 I.A.C. 2-7-4).

203.4.3 IN-SERVICE TRAINING SCHEDULE

Refresher in-service training, as applicable to member assignments, should be conducted on the following schedule:

(a) Semiannual training:

1. Training on the use of force
2. Firearms qualification

(b) Annual training:

1. Firearms
2. Use of force/LETB Uniform Statewide Policy on Deadly Force
3. Emergency vehicle operation
4. Vehicle Pursuits Policy, including lawful intervention techniques
5. Addiction

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

6. Disabilities
7. Autism
8. Alzheimer's disease
9. Endangered persons
10. Human trafficking
11. Domestic or family violence, child abuse, and sudden infant death syndrome (SIDS)
12. Cardiopulmonary resuscitation and the Heimlich maneuver
13. De-escalation techniques, including alternatives to force
14. Hazardous materials awareness
15. Preliminary investigations
16. Communicable diseases
17. Harassment in the workplace (i.e., discriminatory harassment)

(c) Biennial training

1. Indiana Data and Communications System (IDACS)
2. Control devices
3. Unarmed self-defense tactics, if applicable

(d) Triennial training

1. Ethics
2. Racial/bias-based profiling and policing
3. Field Training Officer
4. Detainee processing
5. Handling emotionally disturbed persons, persons suffering mental disturbances, or emotional crises

(e) Additional training mandated by the Sheriff or the authorized designee

203.4.4 REMEDIAL TRAINING

Remedial training is directed at resolving a particular issue/deficiency or improving the performance of a member in a particular area within a given time period. Once it has been determined that remedial training is needed, the training should be conducted as soon as practicable. Remedial training shall be documented in the same manner as other training. Remedial training may be initiated in a number of different ways, including:

(a) Supervisor identified - Supervisors have an opportunity on a daily basis to identify member performance deficiencies and develop remedial training to correct them.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Performance evaluations - Performance evaluations provide an opportunity to identify and correct deficiencies by the evaluator during the performance evaluation process (see the Performance Evaluations Policy).

(c) Field training - Remedial training occurring during the member's field training period shall be addressed in accordance with the Field Training Policy.

(d) Internal Affairs - Individualized remedial training may also be appropriate to address deficiencies identified as a result of an internal affairs investigation.

(e) Performance history audits - Member performance that is identified in a performance history audit may be addressed through remedial training to correct deficiencies (see the Performance History Audits Policy).

(f) Instructor identified - Failure to meet minimum training examination/scores may result in remedial training by the instructor.

203.4.5 CAREER DEVELOPMENT

The Commander shall be responsible for administering a career development strategy for deputies that should:

(a) Encourage mentorship.

(b) Promote deputy retention.

(c) Promote leadership development opportunities.

203.5 TRAINING COMMITTEE

The Training Coordinator may establish a Training Committee, on a temporary or as-needed basis, which will assist with identifying training needs.

The Training Committee should be comprised of at least three members, with the senior ranking member of the committee acting as the chairperson. Committee members should be selected based on their abilities at post-incident evaluation and at assessing related training needs. The Training Coordinator may remove or replace members of the committee at his/her discretion.

The Training Committee should review certain incidents to determine whether training would likely improve future outcomes or reduce or prevent the recurrence of the undesirable issues related to an incident. Specific incidents the Training Committee should review include, but are not limited to:

(a) Any incident involving the death or serious injury of a member.

(b) Incidents involving a high risk of death, serious injury or civil liability.

(c) Incidents identified by the Office to determine possible training needs.

The Training Committee should convene on a regular basis, as determined by the Training Coordinator, to review the identified incidents. The committee shall determine by consensus whether a training need exists and then submit written recommendations of its findings to the Training Coordinator. The recommendation should not identify specific facts of any incidents, such as identities of members involved or the date, time and location of the incident, but should focus on the type of training being recommended.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The Training Coordinator will consider the recommendations of the committee and determine what training should be addressed, taking into consideration the mission of the Office and the available resources. Training recommendations as determined by the Training Coordinator shall be submitted to the command staff for review.

203.6 TRAINING ATTENDANCE

(a) All members assigned to attend training shall attend as scheduled unless previously excused by their immediate supervisor. Excused absences should be limited to:

1. Court appearances.
2. Previously approved vacation or time off.
3. Illness or medical leave.
4. Physical limitations preventing the member’s participation.
5. Emergency situations or office necessity.

(b) Any member who is unable to attend training as scheduled shall notify his/her supervisor as soon as practicable but no later than one hour prior to the start of training and shall:

1. Document his/her absence in a memorandum to his/her supervisor.
2. Make arrangements through his/her supervisor or the Training Coordinator to attend the required training on an alternate date.

203.7 TRAINING ATTIRE

Training attire will be appropriate for the type of training and will reflect professionally on the office. Shorts and tank tops are not allowed.

203.8 DAILY TRAINING BULLETINS

The Lexipol Daily Training Bulletins (DTBs) are contained in a web-accessed system that provides training on the Boone County Sheriff's Office Policy Manual and other important topics. Generally, one training bulletin is available for each day of the month. However, the number of DTBs may be adjusted by the Training Coordinator.

Members assigned to participate in DTBs shall only use the login credentials assigned to them by the Training Coordinator. Members should not share their password with others and should frequently change their password to protect the security of the system. After each session, members should log off the system to prevent unauthorized access. The content of the DTBs is copyrighted material and shall not be shared with others outside of the Office.

Members who are assigned to participate in the DTB program should complete each DTB at the beginning of their shifts or as otherwise directed by their supervisor. Members should not allow uncompleted DTBs to build up over time, and may be required to complete DTBs missed during extended absences (e.g., vacation, medical leave) upon returning to duty. Although the

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

DTB system can be accessed from any internet-enabled computer, members shall only take DTBs as part of their on-duty assignments, unless directed otherwise by a supervisor.

Supervisors will be responsible for monitoring the progress of those under their command to ensure compliance with this policy.

203.9 TRAINING RECORDS

Deputies shall provide a report each year to the Sheriff regarding their annual in-service training status (I.C. § 5-2-1-1; 250 I.A.C. 2-8-1).

The Sheriff shall submit a written report to the Executive Director of the Indiana LETB detailing the basic and in-service training status of each deputy by January 31 each year (I.C. § 5-2-1-1; 250 I.A.C. 2-8-3).

The Training Coordinator is responsible for the creation, filing, and storage of all training records. Training records shall be retained in accordance with the established records retention schedule.

203.9.1 RESERVE DEPUTY TRAINING RECORDS

The Sheriff shall verify that each reserve deputy has completed the required annual in-service training at the end of each calendar year (250 I.A.C. 2-8-1).

203.9.2 TRAINING RECORD REQUIREMENTS

For any training class or course conducted or delivered by or on behalf of the Office, the Training Coordinator shall maintain training records that include but are not limited to:

(a) Course content or lesson plan.

(b) Names of persons attending the class or course.

(c) Performance of attendees, including qualification or test results, as applicable.

(d) Names of instructors.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Electronic Mail

204.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper use and application of the electronic mail (email) system provided by the Office.

204.2 POLICY

Boone County Sheriff's Office members shall use email in a professional manner in accordance with this policy and current law (e.g., Indiana Access to Public Records Act).

204.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails accessed, transmitted, received or reviewed on any office technology system (see the Information Technology Use Policy for additional guidance).

204.4 RESTRICTIONS ON USE OF EMAIL

Messages transmitted over the email system are restricted to official business activities, or shall only contain information that is essential for the accomplishment of business-related tasks or for communications that are directly related to the business, administration or practices of the Office.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the email system is prohibited and may result in discipline.

Transmitting any information which the member know or has reason to believe may be false, misleading or libelous may result in discipline

Email messages addressed to the entire Office are only to be used for official business-related items that are of particular interest to all users. In the event that a member has questions about sending a particular email communication, the member should seek prior approval from a supervisor in his/her chain of command.

It is a violation of this policy to transmit a message under another member’s name or email address or to use the password of another to log into the system unless directed to do so by a supervisor. Members are required to log off the network or secure the workstation when the computer is unattended. This added security measure will minimize the potential misuse of a member’s email, name or password. Any member who believes his/her password has become known to another person shall change their password immediately.

204.5 EMAIL RECORD MANAGEMENT

Email may, depending upon the individual content, be a public record under the Indiana Access to Public Records Act and must be managed in accordance with the established records retention schedule and in compliance with state law.

The Custodian of Records shall ensure that email messages are retained and recoverable as outlined in the Records Maintenance and Release Policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Administrative Communications

205.1 PURPOSE AND SCOPE

This policy sets forth the manner in which the Office communicates significant changes to its membership, such as promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status. This policy also provides guidelines for the professional handling of electronic and non-electronic administrative communications from the Office.

205.2 POLICY

The Boone County Sheriff's Office will appropriately communicate significant events within the organization to its members. Both electronic and non-electronic administrative communications will be professional in appearance and comply with the established letterhead, signature and disclaimer guidelines, as applicable.

205.3 EMAIL MEMORANDUM

Email Memorandums may be issued periodically by the Sheriff or the authorized designee to announce and document all promotions, transfers, hiring and appointment of new members, separations, individual and group awards and commendations, or other changes in status.

205.4 CORRESPONDENCE

To ensure that the letterhead and name of the Office are not misused, all official external correspondence shall be on office letterhead. All office letterhead shall bear the signature element of the Sheriff. Official correspondence and use of letterhead requires approval of a supervisor. Office letterhead may not be used for personal purposes.

Official internal correspondence shall be on the appropriate office electronic or non-electronic memorandum forms.

Electronic correspondence shall contain the sender’s office-approved signature and electronic communications disclaimer language.

205.5 SURVEYS

All surveys made in the name of the Office shall be authorized by the Sheriff or the authorized designee.

205.6 OTHER COMMUNICATIONS

Executive Orders and other communications necessary to ensure the effective operation of the Office shall be issued by the Sheriff or the authorized designee (see the Executive Orders Policy).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Supervision Staffing Levels

206.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines to ensure that proper supervision is available to meet the needs of the Office and members throughout all Divisions.

206.2 POLICY

The Boone County Sheriff's Office will ensure that proper supervision is available to meet the needs of its members and to achieve the goals of the Office. The needs of its members should be balanced with the needs of the Office for flexibility and discretion in assigning members to meet supervisory needs. While balance is desirable, the paramount concern is to meet the needs of the Office.

206.3 MINIMUM SUPERVISION STAFFING LEVELS

Minimum staffing levels should be established by the Commanders for each Division and work group. The supervision staffing levels should support proper supervision, span of control, compliance with any collective bargaining agreement and activity levels to meet the needs of members and the goals of the Office.

206.3.1 TEMPORARY SUPERVISORS

In order to accommodate training and other unforeseen circumstances, a qualified lower-ranking member may be used as a temporary supervisor in place of a regularly assigned supervisor.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Retired Officer Identification Card

207.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the issuance, denial, suspension or revocation of retired officer identification cards under the Law Enforcement Officers' Safety Act (LEOSA) and Indiana law (18 USC § 926C; I.C. § 35-47-15-1 et seq.).

207.2 POLICY

The Boone County Sheriff's Office will provide identification cards to qualified former or retired deputies as provided in this policy.

207.3 LEOSA

The Sheriff may issue a retired officer identification card for LEOSA purposes to any qualified former deputy of this office who (18 USC § 926C(c)):

(a) Separated from service in good standing from this office as a deputy.

(b) Before such separation, had regular employment as a law enforcement officer for an aggregate of 10 years or more or, if employed as a law enforcement officer for less than 10 years, separated from service after completing any applicable probationary period due to a service-connected disability as determined by this office.

(c) Has not been disqualified for reasons related to mental health.

(d) Has not entered into an agreement with this office where the deputy acknowledges that he/she is not qualified to receive a firearm qualification certificate for reasons related to mental health.

(e) Is not prohibited by federal law from receiving or possessing a firearm.

207.3.1 LEOSA IDENTIFICATION CARD FORMAT

The LEOSA identification card should contain a photograph of the former deputy and identify him/her as having been employed as a deputy.

If the Boone County Sheriff's Office qualifies the former deputy, the LEOSA identification card or separate certification should indicate the date the former deputy was tested or otherwise found by the Office to meet the active duty standards for qualification to carry a firearm.

207.3.2 AUTHORIZATION

Any qualified former law enforcement officer, including a former deputy of this office, may carry a concealed firearm under 18 USC § 926C when he/she is:

(a) In possession of photographic identification that identifies him/her as having been employed as a law enforcement officer, and one of the following:

1. An indication from the person’s former law enforcement agency that he/she has, within the past year, been tested or otherwise found by the law enforcement agency to meet agency-established active-duty standards for qualification in firearms training to carry a firearm of the same type as the concealed firearm.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

2. A certification, issued by either the state in which the person resides or by a certified firearms instructor who is qualified to conduct a firearms qualification test for active-duty law enforcement officers within that state, indicating that the person has, within the past year, been tested or otherwise found to meet the standards established by the state or, if not applicable, the standards of any agency in that state.

(b) Not under the influence of alcohol or another intoxicating or hallucinatory drug or substance.

(c) Not prohibited by federal law from receiving a firearm.

(d) Not in a location prohibited by Indiana law or by a private person or entity on his/her property if such prohibition is permitted by Indiana law.

207.4 RETIRED OFFICER IDENTIFICATION CARD

The Sheriff shall issue a retired officer identification card:

(a) To a deputy who has retired from that agency as law enforcement officer (I.C. § 35-47-15-4).

(b) With an endorsement to carry a concealed firearm to a person who has met the requirements of I.C. § 35-47-15-5.

If the office qualifies the retiree, the card may include the date that the person was qualified by the Office to carry a firearm in compliance with 18 USC § 926C(d)(1).

The Administration Division shall keep records of all retired officer identification cards.

207.4.1 AUTHORIZATION

Qualified former deputies with a retired officer identification card issued by the Office under state law may carry concealed, within this state, any firearm inspected and approved by the Office. The card does not itself authorize a retiree to carry a concealed firearm outside this state. The former deputy must also meet state and LEOSA requirements.

207.5 FORMER DEPUTY RESPONSIBILITIES

A former deputy with a card issued under this policy shall immediately notify the Sheriff or designee of his/her arrest or conviction in any jurisdiction, or that he/she is the subject of a court order, in accordance with the Reporting of Arrests, Convictions and Court Orders Policy.

207.5.1 RESPONSIBILITIES UNDER LEOSA

In order to obtain or retain a LEOSA identification card, the former deputy shall:

(a) Sign a waiver of liability of the Office for all acts taken related to carrying a concealed firearm, acknowledging both his/her personal responsibility as a private person for all acts taken when carrying a concealed firearm as permitted by LEOSA and also that these acts were not taken as an employee or former employee of the Office.

(b) Remain subject to all applicable office policies and federal, state and local laws.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Demonstrate good judgment and character commensurate with carrying a loaded and concealed firearm.

(d) Successfully pass an annual criminal history background check indicating that he/she is not prohibited by law from receiving or possessing a firearm.

207.5.2 RESPONSIBILITIES UNDER INDIANA LAW
In order to maintain a retired officer identification card, the retired deputy shall (I.C. § 35-47-15-5):

(a) Qualify annually with the authorized firearm at a course approved by this department or by the state for active law enforcement officers in the state at the deputy's expense.

(b) Remain subject to all applicable department policies and federal, state and local laws.

(c) Not engage in conduct that compromises public safety.

207.6 DENIAL, SUSPENSION OR REVOCATION

A LEOSA identification card may be denied or revoked upon a showing of good cause as determined by the Office. In the event that an identification card is denied, suspended or revoked, the former deputy may request a review by the Sheriff. The decision of the Sheriff is final.

207.7 FIREARM QUALIFICATIONS

The Rangemaster may provide former deputies from this office an opportunity to qualify. Written evidence of the qualification and the weapons used will be provided and will contain the date of the qualification. The Rangemaster will maintain a record of the qualifications and weapons used.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

License to Carry a Handgun

208.1 PURPOSE AND SCOPE

The purpose of this policy is to provide a written process for the application, issuance, and denial of a license to carry a handgun pursuant to Indiana law (I.C. § 35-47-2-3; I.C. § 35-47-2-5).

208.2 POLICY

It is the policy of the Boone County Sheriff's Office to fairly and impartially consider all applications for a license to carry a handgun in accordance with applicable law and this policy.

208.3 APPLICANT QUALIFICATIONS

An applicant for a license to carry a handgun must meet the following requirements (I.C. § 35-47-2-3):

(a) Submit a completed application form.

(b) Be a resident of the County of Boone County Sheriff's Office or be a resident of another state and have a regular place of business in the County of Boone County Sheriff's Office.

(c) Be at least 18 years of age.

(d) Be free from criminal convictions that would disqualify the applicant from carrying a handgun.

(e) Have a proper reason for receiving a license to carry a handgun.

(f) Be of good moral character and reputation.

(g) Be a citizen of the United States or, if not a citizen of the United States, be authorized to carry a firearm under federal law.

(h) Not be prohibited from possessing or receiving firearms under 18 USC 922(g) and I.C. 35-47-2-1.5.

208.4 APPLICATION PROCESS

The following elements are required to process an application (I.C. § 35-47-2-3):

(a) The applicant will submit an application to the Sheriff of the County where the applicant resides.

(b) The Sheriff or authorized designee will ascertain the applicant's personal information, including but not limited to any prior licenses to carry a handgun, and complete an investigation as set forth in I.C. § 35-47-2-3.

(c) The Sheriff or authorized designee will fingerprint all first-time applicants.

The Sheriff who receives the application shall forward the completed application to the superintendent of the Indiana State Police (ISP) along with a recommendation for approval or disapproval of the application.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

208.4.1 ADDITIONAL STATE REQUIREMENTS
Members who receive an application for a license to carry a handgun shall provide the applicant with a voter registration form (I.C. § 3-7-18-2).

208.5 APPLICATION NOTIFICATION

208.5.1 APPROVAL AND ISSUANCE
The superintendent of the ISP determines whether to approve, issue and deliver a license to carry a handgun (I.C. § 35-47-2-3).

208.5.2 RECOMMENDATION FOR DISAPPROVAL
In the event this office recommends disapproval of a license to carry a handgun, the Sheriff shall provide complete and specific reasons for the recommendation to the ISP and the applicant (I.C. § 35-47-2-3).

208.6 REPORTING AND RECORDS
The Office shall keep a record of all applications for a license to carry a handgun in accordance with the established records retention schedule.

208.6.1 CONFIDENTIAL RECORDS
All information collected from an applicant is confidential unless disclosure is otherwise allowed by law (I.C. § 35-47-2-3).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Budget Management

209.1 PURPOSE AND SCOPE

This policy provides guidelines for office budgeting and accounting.

209.2 POLICY

The Boone County Sheriff's Office endeavors to appropriately obtain, manage, review and audit office funds.

209.3 BUDGET PREPARATION AND MANAGEMENT

Adopted budgets shall be reviewed and monitored periodically by Commanders to ensure expenditures do not exceed allocated funds.

209.3.1 ACCOUNTING

The Sheriff shall be responsible for developing and maintaining an accounting system that includes approval of each account and provisions for monthly status reports including, but not limited to:

- The initial appropriation for each account or program.
- Expenditures and encumbrances made during the reporting period.
- The unencumbered balance of the account or program.

Accounting practices for cash accounts are described in the Cash Handling, Security and Management Policy.

209.4 AUDITS

Audits of the office’s fiscal activities should occur annually.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Emergency Management Plan Procedures

210.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide members guidance in the operation of emergency management.

210.2 EMERGENCY MANAGEMENT PLAN

In accordance with the Emergency Operations Plan Policy, this plan shall supplement the policy for operations in emergency situations with the primary source being the county, state, or federal emergency operations plan enacted by the responsible emergency management agency.

This plan will supplement the plans of county, state, or federal agencies, and may be used for unusual occurrences or critical incidents, which may include:

(a) Natural disasters.

(b) Manmade disasters.

(c) Pandemics.

(d) Civil disturbances.

(e) Significant criminal incidents.

(f) Terrorist incidents.

(g) Other large-scale events.

210.3 RESPONSIBILITIES

The Emergency Operations Plan shall use the established protocols of the Incident Management System (ICS) and the National Incident Management System (NIMS) that contain command and control protocols for the following major functions:

(a) Command

(b) Operations

(c) Planning

(d) Logistics

(e) Administration

210.3.1 COMMAND SECTION

The Command Section shall account for the following functional areas or responsibilities:

(a) Establishing an incident commander

(b) Establishing a field command post

(c) Determining if additional resources are required

(d) Requesting mutual aid, when necessary, in accordance with the Outside Agency Assistance Policy

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. If an incident exceeds the limits of this office, the county or state Emergency Management Agency should be notified, and additional resources coordinated through them.

(e) Establishing a Public Information Officer in accordance with the Media Relations Policy

(f) Establishing an official or functional safety officer

(g) Establishing an official or functional liaison deputy

(h) Ensuring the incident is documented, reviewed, and forwarded to the Sheriff

210.3.2 OPERATIONS SECTION

The Operations Section shall coordinate the organization, assignment, and supervision of tactical field resources to include:

(a) Establishing and supervising any staging area, when necessary.

(b) Establishing inner and outer perimeters.

(c) Maintaining a manageable span of control.

(d) Managing any evacuation of the affected area, when necessary.

(e) Managing traffic.

210.3.3 PLANNING SECTION

The Planning Section shall be responsible for coordinating gathering, analyzing, and disseminating information and intelligence, and includes:

(a) Managing the planning process.

(b) Compiling the incident action plan.

(c) Managing technical specialists.

(d) Preparing a demobilization plan.

210.3.4 LOGISTICS SECTION

The Logistics Section shall be responsible for the following:

(a) Communications

(b) Medical support to incident personnel

(c) Food and water for incident personnel

(d) Supplies

(e) Facilities

(f) Ground support

210.3.5 ADMINISTRATION AND FINANCE SECTION

The Administration and Finance Section shall account for the following functional areas or responsibilities:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Financial and cost summaries and/or analyses

(b) Overseeing contract negotiations, when required

(c) Tracking personnel and equipment time

(d) Tracking costs of equipment and consumable supplies

(e) Processing of claims for accidents, injuries, and liability issues

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

LETB Uniform Statewide Defensive Tactics Training Program

211.1 ATTACHMENT

See attachment: LETB Uniform Statewide Defensive Tactics Training Program Policy.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chapter 3 - General Operations

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Use of Force

300.1 PURPOSE AND SCOPE

This policy provides additional guidelines on the reasonable use of force apart from the Indiana Law Enforcement Training Board (LETB) Uniform Statewide Policy on Deadly Force. While there is no way to specify the exact amount or type of reasonable force to be applied in any situation, every member of this office is expected also to use these additional guidelines to make such decisions in a professional, impartial, and reasonable manner.

In addition to those additional methods, techniques, and tools set forth below, the guidelines for the reasonable application of force contained in this policy and the LETB Uniform Statewide Policy on Deadly Force shall apply to all policies addressing the potential use of force, including but not limited to the Control Devices and Conducted Energy Device policies.

300.1.1 DEFINITIONS

Definitions related to this policy include:

Feasible - Reasonably capable of being done or carried out under the circumstances to successfully achieve the arrest or lawful objective without increasing risk to the deputy or another person.

Force - The application of physical techniques or tactics, chemical agents, or weapons to another person. It is not a use of force when a person allows him/herself to be searched, escorted, handcuffed, or restrained.

Imminent - Ready to take place; impending. Note that imminent does not mean immediate or instantaneous. An imminent danger may exist even if the suspect is not at that very moment pointing a weapon at someone. For example, an imminent danger may exist if a deputy reasonably believes that the individual has a weapon or is attempting to access one and intends to use it against the deputy or another person. An imminent danger may also exist if the individual is capable of causing serious bodily injury or death without a weapon, and the deputy believes the individual intends to do so.

Totality of the circumstances - All facts and circumstances known to the deputy at the time, taken as a whole, including the conduct of the deputy and the subject leading up to the use of force.

300.2 POLICY

The use of force by law enforcement personnel is a matter of critical concern, both to the public and to the law enforcement community. Deputies are involved on a daily basis in numerous and varied interactions and, when warranted, may use reasonable force in carrying out their duties.

Deputies must have an understanding of, and true appreciation for, their authority and limitations. This is especially true with respect to overcoming resistance while engaged in the performance of law enforcement duties.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The Boone County Sheriff's Office recognizes and respects the value of all human life and dignity without prejudice to anyone. Vesting deputies with the authority to use reasonable force and to protect the public welfare requires monitoring, evaluation, and a careful balancing of all interests.

300.2.1 DUTY TO INTERVENE AND REPORT

Any deputy present and observing a member other than a sworn deputy using force that is clearly beyond that which is objectively reasonable under the circumstances shall, when in a position to do so, intervene to prevent the use of unreasonable force.

Any deputy who observes another law enforcement officer or a member use force that is potentially beyond that which is objectively reasonable under the circumstances and does not intervene should report these observations to a supervisor as soon as feasible.

300.2.2 PERSPECTIVE

When observing or reporting force used by a law enforcement officer, each deputy should take into account the totality of the circumstances and the possibility that other law enforcement officers may have additional information regarding the threat posed by the subject.

300.3 USE OF FORCE

Deputies shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the deputy at the time of the event to accomplish a legitimate law enforcement purpose.

The reasonableness of force will be judged from the perspective of a reasonable deputy on the scene at the time of the incident. Any evaluation of reasonableness must allow for the fact that deputies are often forced to make split-second decisions about the amount of force that reasonably appears necessary in a particular situation, with limited information and in circumstances that are tense, uncertain and rapidly evolving.

Given that no policy can realistically predict every possible situation a deputy might encounter, deputies are entrusted to use well-reasoned discretion in determining the appropriate use of force in each incident.

It is also recognized that circumstances may arise in which deputies reasonably believe that it would be impractical or ineffective to use any of the tools, weapons or methods provided by this office. Deputies may find it more effective or reasonable to improvise their response to rapidly unfolding conditions that they are confronting. In such circumstances, the use of any improvised device or method must nonetheless be reasonable and utilized only to the degree that reasonably appears necessary to accomplish a legitimate law enforcement purpose.

While the ultimate objective of every law enforcement encounter is to avoid or minimize injury, nothing in this policy requires a deputy to retreat or be exposed to possible physical injury before applying reasonable force.

300.3.1 ALTERNATIVE TACTICS - DE-ESCALATION

For guidance on de-escalation see the LETB Uniform Statewide Policy on Deadly Force.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

300.3.2 USE OF FORCE TO EFFECT AN ARREST

For guidance on use of force to effect an arrest or prevent escape see the LETB Uniform Statewide Policy on Deadly Force.

300.3.3 FACTORS USED TO DETERMINE THE REASONABLENESS OF FORCE

When determining whether to apply force and evaluating whether a deputy has used reasonable force, a number of factors should be taken into consideration, as time and circumstances permit. These factors include but are not limited to:

(a) Immediacy and severity of the threat to deputies or others.

(b) The conduct of the individual being confronted, as reasonably perceived by the deputy at the time.

(c) Deputy/subject factors (e.g., age, size, relative strength, skill level, injuries sustained, level of exhaustion or fatigue, the number of deputies available vs. subjects).

(d) The effects of suspected drug or alcohol use.

(e) The individual’s mental state or capacity.

(f) The individual’s ability to understand and comply with deputy commands.

(g) Proximity of weapons or dangerous improvised devices.

(h) The degree to which the individual has been effectively restrained and his/her ability to resist despite being restrained.

(i) The availability of other reasonable and feasible options and their possible effectiveness.

(j) Seriousness of the suspected offense or reason for contact with the individual.

(k) Training and experience of the deputy.

(l) Potential for injury to deputies, suspects, and others.

(m) Whether the individual appears to be resisting, attempting to evade arrest by flight, or is attacking the deputy.

(n) The risk and reasonably foreseeable consequences of escape.

(o) The apparent need for immediate control of the individual or a prompt resolution of the situation.

(p) Whether the conduct of the individual being confronted no longer reasonably appears to pose an imminent threat to the deputy or others.

(q) Prior contacts with the individual or awareness of any propensity for violence.

(r) Any other exigent circumstances.

300.3.4 PAIN COMPLIANCE TECHNIQUES

Pain compliance techniques may be effective in controlling a physically or actively resisting individual. Deputies may only apply those pain compliance techniques for which they have

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

successfully completed office-approved training. Deputies utilizing any pain compliance technique should consider:

(a) The degree to which the application of the technique may be controlled given the level of resistance.

(b) Whether the individual can comply with the direction or orders of the deputy.

(c) Whether the individual has been given sufficient opportunity to comply.

The application of any pain compliance technique shall be discontinued once the deputy determines that compliance has been achieved.

For additional guidance on the use of defensive tactics see the LETB Uniform Statewide Defensive Tactics Training Program Policy.

300.3.5 CAROTID CONTROL HOLD

A carotid control hold is a technique designed to control an individual by temporarily restricting blood flow through the application of pressure to the side of the neck and, unlike a chokehold, does not restrict the airway. The proper application of the carotid control hold may be effective in restraining a violent or combative individual. However, due to the potential for injury, the use of the carotid control hold is limited to those circumstances where deadly force is authorized and is subject to the following:

(a) At all times during the application of the carotid control hold, the response of the individual should be monitored. The carotid control hold should be discontinued when circumstances indicate that the application no longer reasonably appears necessary.

(b) Any individual who has had the carotid control hold applied, regardless of whether he/she was rendered unconscious, shall be promptly examined by paramedics or other qualified medical personnel and should be monitored until such examination occurs.

(c) The deputy shall inform any person receiving custody, or any person placed in a position of providing care, that the individual has been subjected to the carotid control hold and whether the individual lost consciousness as a result.

(d) Any deputy attempting or applying the carotid control hold shall promptly notify a supervisor of the use or attempted use of such hold.

(e) The use or attempted use of the carotid control hold shall be thoroughly documented by the deputy in any related reports.

300.3.6 RESPIRATORY RESTRAINTS

If applied, a respiratory restraint, also known as a chokehold, is subject to the same guidelines and requirements as a carotid control hold.

300.3.7 USE OF FORCE TO SEIZE EVIDENCE

In general, deputies may use reasonable force to lawfully seize evidence and to prevent the destruction of evidence. However, deputies are discouraged from using force solely to prevent a person from swallowing evidence or contraband. In the instance when force is used, deputies should not intentionally use any technique that restricts blood flow to the head, restricts respiration

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

or which creates a reasonable likelihood that blood flow to the head or respiration would be restricted. Deputies are encouraged to use techniques and methods taught by the Boone County Sheriff's Office for this specific purpose.

300.4 WARNINGS AND IDENTIFICATION BEFORE DEADLY FORCE APPLICATIONS AND ADDITIONAL CONSIDERATIONS

When reasonable, the deputy shall, prior to the use of deadly force, make efforts to identify themself as a peace officer and to warn that deadly force may be used, unless the deputy has objectively reasonable grounds to believe the person is aware of those facts.

A deputy shall not use deadly force against a person whose actions are a threat solely to themself or property unless the person poses an imminent danger of death or serious physical injury to the deputy or others in close proximity.

300.4.1 MOVING VEHICLES

Shots fired at or from a moving vehicle are rarely effective and involve considerations and risks in addition to the justification for the use of deadly force.

When feasible, deputies should take reasonable steps to move out of the path of an approaching vehicle instead of discharging their firearm at the vehicle or any of its occupants.

Deputies should not shoot at any part of a vehicle in an attempt to disable the vehicle.

300.5 REPORTING THE USE OF FORCE

Any use of force by a member of this office shall be documented promptly, completely, and accurately in an appropriate report, depending on the nature of the incident. The deputy should articulate the factors perceived and why he/she believed the use of force was reasonable under the circumstances.

To collect data for purposes of training, resource allocation, analysis, and related purposes, the Office may require the completion of additional report forms, as specified in office policy, procedure, or law. See the Report Preparation Policy for additional circumstances that may require documentation.

300.5.1 NOTIFICATIONS TO SUPERVISORS

Supervisory notification shall be made as soon as practicable following the application of force in any of the following circumstances:

(a) The application caused a visible injury.

(b) The application would lead a reasonable deputy to conclude that the individual may have experienced more than momentary discomfort.

(c) The individual subjected to the force complained of injury or continuing pain.

(d) The individual indicates intent to pursue litigation.

(e) Any application of the conducted energy device or control device.

(f) Any application of a restraint device other than handcuffs, shackles, or belly chains.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(g) The individual subjected to the force was rendered unconscious.

(h) An individual was struck or kicked.

(i) An individual alleges unreasonable force was used or that any of the above has occurred.

300.6 MEDICAL CONSIDERATIONS

Once it is reasonably safe to do so, medical assistance shall be obtained for any person who exhibits signs of physical distress, has sustained visible injury, expresses a complaint of injury or continuing pain, or was rendered unconscious. Any individual exhibiting signs of physical distress after an encounter should be continuously monitored until the individual can be medically assessed. Individuals should not be placed on their stomachs for an extended period, as this could impair their ability to breathe.

Based upon the deputy's initial assessment of the nature and extent of the individual's injuries, medical assistance may consist of examination by an emergency medical services provider or medical personnel at a hospital or jail. If any such individual refuses medical attention, such a refusal shall be fully documented in related reports and, whenever practicable, should be witnessed by another deputy and/or medical personnel. If a recording is made of the contact or an interview with the individual, any refusal should be included in the recording, if possible.

The on-scene supervisor or, if the on-scene supervisor is not available, the primary handling deputy shall ensure that any person providing medical care or receiving custody of a person following any use of force is informed that the person was subjected to force. This notification shall include a description of the force used and any other circumstances the deputy reasonably believes would be potential safety or medical risks to the subject (e.g., prolonged struggle, extreme agitation, impaired respiration).

Individuals who exhibit extreme agitation, violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain, or who require a protracted physical encounter with multiple deputies to be brought under control, may be at an increased risk of sudden death. Calls involving these persons should be considered medical emergencies. Deputies who reasonably suspect a medical emergency should request medical assistance as soon as practicable and have medical personnel stage away.

See the Medical Aid and Response Policy for additional guidelines.

300.7 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to a reported application of force resulting in visible injury, if reasonably available. When a supervisor is able to respond to an incident in which there has been a reported application of force, the supervisor is expected to:

(a) Obtain the basic facts from the involved deputies. Absent an allegation of misconduct or excessive force, this will be considered a routine contact in the normal course of duties.

(b) Ensure that any injured parties are examined and treated.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) When possible, separately obtain a recorded interview with the individual upon whom force was applied. If this interview is conducted without the individual having voluntarily waived his/her *Miranda* rights, the following shall apply:

1. The content of the interview should not be summarized or included in any related criminal charges.
2. The fact that a recorded interview was conducted should be documented in a property or other report.
3. The recording of the interview should be distinctly marked for retention until all potential for civil litigation has expired.

(d) Once any initial medical assessment has been completed or first aid has been rendered, ensure that photographs have been taken of any areas involving visible injury or complaint of pain, as well as overall photographs of uninjured areas.

1. These photographs should be retained until all potential for civil litigation has expired.

(e) Identify any witnesses not already included in related reports.

(f) Review and approve all related reports.

(g) Determine if there is any indication that the individual may pursue civil litigation.

1. If there is an indication of potential civil litigation, the supervisor should complete and route a notification of a potential claim through the appropriate channels.

(h) Evaluate the circumstances surrounding the incident and initiate an administrative investigation if there is a question of policy noncompliance or if for any reason further investigation may be appropriate.

In the event that a supervisor is unable to respond to the scene of an incident involving the reported application of force, the supervisor is still expected to complete as many of the above items as circumstances permit.

300.7.1 SHIFT SUPERVISOR RESPONSIBILITY

The Shift Supervisor shall review each use of force by any personnel within his/her command to ensure compliance with this policy and to address any training issues.

300.8 TRAINING

Deputies shall receive training on this policy and demonstrate their knowledge and understanding.

Subject to available resources, deputies should receive periodic training on guidelines regarding vulnerable populations, including but not limited to children, elderly, pregnant persons, and individuals with physical, mental, or intellectual disabilities.

300.8.1 STATE-SPECIFIC TRAINING REQUIREMENTS

The Training Coordinator should consider a review of the LETB Uniform Statewide Defensive Tactics Training Program Policy and Uniform Statewide Policy on Deadly Force on an annual basis and in conjunction with this policy as appropriate.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

300.8.2 TRAINING REQUIREMENTS
Required annual training shall include:

(a) Legal updates.

(b) De-escalation tactics, including alternatives to force.

(c) The duty to intervene.

(d) The duty to request and/or render medical aid.

(e) Warning shots (see the LETB Uniform Statewide Policy on Deadly Force).

(f) All other subjects covered in this policy (e.g., use of deadly force, chokeholds and carotid holds, discharge of a firearm at or from a moving vehicle, verbal warnings).

300.9 USE OF FORCE ANALYSIS

At least annually, the Enforcement Commander should prepare an analysis report on use of force incidents. The report should be submitted to the Sheriff. The report should not contain the names of deputies, suspects, or case numbers, and should include:

(a) The identification of any trends in the use of force by members.

(b) Training needs recommendations.

(c) Equipment needs recommendations.

(d) Policy revision recommendations.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Use of Force Review Boards

301.1 PURPOSE AND SCOPE

This policy establishes a process for the Boone County Sheriff's Office to review the use of force by its members.

This review process shall be in addition to any other review or investigation that may be conducted by any outside or multi-agency entity having jurisdiction over the investigation or the evaluation of the use of force.

301.2 POLICY

The Boone County Sheriff's Office will objectively evaluate the use of force by its members to ensure that their authority is used appropriately and is consistent with training and policy.

301.3 REMOVAL FROM LINE DUTY ASSIGNMENT

Whenever a member's actions or use of force in an official capacity, or while using office equipment, results in death or very serious injury to another, that member shall be removed from a line-duty assignment pending a documented and meaningful review or investigation.

301.4 REVIEW BOARD

The Use of Force Review Board will be convened when the use of force by a member results in very serious injury or death to another.

The Use of Force Review Board will also investigate and review the circumstances surrounding every discharge of a firearm, whether the member was on- or off-duty, excluding training or recreational use.

The Sheriff or authorized designee may request the Use of Force Review Board to investigate the circumstances surrounding any use of force incident.

The Administration Commander or the supervisor in charge of the internal affairs function will convene the Use of Force Review Board as necessary. It will be the responsibility of the Commander, supervisor of the involved member, or the supervisor in charge of the internal affairs function to notify the Administration Commander of any incidents requiring board review. The involved member's Commander or supervisor will also ensure that all relevant reports, documents and materials are available for consideration and review by the board.

301.4.1 COMPOSITION OF THE BOARD

The Administration Commander should staff the Use of Force Review Board with seven individuals from the following, as appropriate:

- Command staff representative
- Training Coordinator
- Office instructors in all disciplines of use of force

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Office instructor for the type of weapon, device or technique used

The senior ranking command staff representative will serve as chairperson.

301.4.2 RESPONSIBILITIES OF THE BOARD

The Use of Force Review Board is empowered to conduct an administrative review and inquiry into the circumstances of an incident.

The board members may request further investigation, request reports be submitted for the board's review, call persons to present information, and request the involved member to appear. The involved member will be notified of the meeting of the board and may choose to have a representative through all phases of the review process.

The board does not have the authority to recommend discipline.

The Sheriff will determine whether the board should delay its review until after completion of any criminal investigation, review by any prosecutorial body, filing of criminal charges, the decision not to file criminal charges, or any other action. The board should be provided all relevant available material from these proceedings for its consideration.

Absent an express waiver from the involved member, no more than two designated board members may ask questions of the involved member. Other board members may provide questions to the designated board members.

The review shall be based upon those facts which were reasonably believed or known by the deputy at the time of the incident, applying any legal requirements, office policies, procedures, and approved training to those facts. Facts later discovered but unknown to the involved member at the time shall neither justify nor call into question a member's decision regarding the use of force.

Any questioning of the involved member conducted by the board will be in accordance with Boone County Sheriff's Office disciplinary procedures, the Personnel Complaints Policy, the current collective bargaining agreement, and any applicable state or federal law.

The board shall make one of the following recommended findings:

(a) The member's actions were within office policy and procedure.

(b) The member's actions were in violation of office policy and procedure.

A recommended finding requires a majority vote of the board. The board may also recommend additional investigations or reviews, such as disciplinary investigations, training reviews to consider whether training should be developed or revised, and policy reviews, as may be appropriate. The board chairperson will submit the written recommendation to the Sheriff.

The Sheriff shall review the recommendation, make a final determination as to whether the member's actions were within policy and procedure, and determine whether any additional actions, investigations, or reviews are appropriate. Those findings will be forwarded to the involved member's Commander for review and appropriate action. If the Sheriff concludes that discipline

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

should be considered, a timely and consistent disciplinary process will be initiated (see the Personnel Complaints Policy).

At the conclusion of any additional reviews, copies of all relevant reports and information will be filed with the Sheriff.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Handcuffing and Restraints

302.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of handcuffs and other restraints during detentions and arrests.

302.2 POLICY

The Boone County Sheriff's Office authorizes the use of restraint devices in accordance with this policy, the Use of Force Policy, the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program, and office training. Restraint devices shall not be used to punish, to display authority, or as a show of force.

302.3 USE OF RESTRAINTS

Only members who have successfully completed Boone County Sheriff's Office-approved training on the use of restraint devices described in this policy are authorized to use these devices.

When deciding whether to use any restraint, deputies should carefully balance officer safety concerns with factors that include, but are not limited to:

- The circumstances or crime leading to the arrest.
- The demeanor and behavior of the arrested person.
- The age and health of the person.
- Whether the person is known to be pregnant.
- Whether the person has a hearing or speaking disability. In such cases, consideration should be given, safety permitting, to handcuffing to the front in order to allow the person to sign or write notes.
- Whether the person has any other apparent disability.

302.3.1 RESTRAINT OF DETAINEES

Situations may arise where it may be reasonable to restrain a person who may, after brief investigation, be released without arrest. Unless arrested, the use of restraints on detainees should continue only for as long as is reasonably necessary to ensure the safety of deputies and others. When deciding whether to remove restraints from a detainee, deputies should continuously weigh the safety interests at hand against the continuing intrusion upon the detainee.

302.3.2 RESTRAINT OF PREGNANT PERSONS

Persons who are known to be pregnant should be restrained in the least restrictive manner that is effective for officer safety. Leg irons, waist chains, or handcuffs behind the body should not be used unless the deputy has a reasonable suspicion that the person may resist, attempt escape, injure herself or others, or damage property.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

No person who is in labor, delivery, or recovery after delivery shall be handcuffed or restrained except in extraordinary circumstances and only when a supervisor makes an individualized determination that such restraints are necessary for the safety of the arrestee, deputies, or others.

302.3.3 RESTRAINT OF JUVENILES
A juvenile under 14 years of age should generally not be restrained unless he/she is suspected of a dangerous felony or when the deputy has a reasonable suspicion that the juvenile may resist, attempt escape, injure him/herself, injure the deputy, or damage property.

302.3.4 NOTIFICATIONS
Whenever a deputy transports a person with the use of restraints other than handcuffs, the deputy shall inform the jail staff upon arrival at the jail that restraints were used. This notification should include information regarding any other circumstances the deputy reasonably believes would be potential safety concerns or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration) that may have occurred prior to, or during, transportation to the jail.

302.4 APPLICATION OF HANDCUFFS OR PLASTIC CUFFS

Handcuffs, including temporary nylon or plastic cuffs, may be used only to restrain a person's hands to ensure officer safety.

Although recommended for most arrest situations, handcuffing is discretionary and not an absolute requirement of the Office in non-transport situations. Deputies should consider handcuffing any person they reasonably believe warrants that degree of restraint. However, deputies should not conclude that in order to avoid risk every person should be handcuffed regardless of the circumstances.

In most situations, handcuffs should be applied with the hands behind the person's back. When feasible, handcuffs should be double-locked to prevent tightening, which may cause undue discomfort or injury to the hands or wrists.

In situations where one pair of handcuffs does not appear sufficient to restrain the person or may cause unreasonable discomfort due to the person's size, deputies should consider alternatives, such as using an additional set of handcuffs or multiple plastic cuffs.

Deputies shall secure all arrestees, detainees, and/or prisoners in handcuffs or other restraining devices during transport, unless an exception for securing the person applies. If an exception applies, it should be documented in the applicable report.

Handcuffs should be removed as soon as it is reasonable or after the person has been searched and is safely confined within a detention facility.

302.5 APPLICATION OF SPIT HOODS

Spit hoods are temporary protective devices designed to prevent the wearer from biting and/or transferring or transmitting fluids (saliva and mucous) to others.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Spit hoods may be placed upon persons in custody when the deputy reasonably believes the person will bite or spit, either on a person or in an inappropriate place. They are generally used during application of a physical restraint, while the person is restrained, or during or after transport.

Deputies utilizing spit hoods should ensure that the spit hood is fastened properly to allow for adequate ventilation and that the restrained person can breathe normally. Deputies should provide assistance during the movement of a restrained person due to the potential for impairing or distorting that person's vision. Deputies should avoid comingling those wearing spit hoods with other detainees.

Spit hoods should not be used in situations where the restrained person is bleeding profusely from the area around the mouth or nose, or if there are indications that the person has a medical condition, such as difficulty breathing or vomiting. In such cases, prompt medical care should be obtained. If the person vomits while wearing a spit hood, the spit hood should be promptly removed and discarded. Persons who have been sprayed with oleoresin capsicum (OC) spray should be thoroughly decontaminated, including hair, head and clothing, prior to application of a spit hood.

Those who have been placed in a spit hood should be continually monitored and shall not be left unattended until the spit hood is removed. Spit hoods shall be discarded after each use.

302.6 APPLICATION OF AUXILIARY RESTRAINT DEVICES

Auxiliary restraint devices include transport belts, waist or belly chains, transportation chains, leg irons and other similar devices. Auxiliary restraint devices are intended for use during long-term restraint or transportation. They provide additional security and safety without impeding breathing, while permitting adequate movement, comfort and mobility.

Only office-authorized devices may be used. Any person in auxiliary restraints should be monitored as reasonably appears necessary.

302.7 APPLICATION OF LEG RESTRAINT DEVICES

Leg restraints may be used to restrain the legs of a violent or potentially violent person when it is reasonable to do so during the course of detention, arrest or transportation. Only restraint devices approved by the Office shall be used.

In determining whether to use the leg restraint, deputies should consider:

(a) Whether the deputy or others could be exposed to injury due to the assaultive or resistant behavior of a person.

(b) Whether it is reasonably necessary to protect the person from his/her own actions (e.g., hitting his/her head against the interior of the patrol vehicle, running away from the arresting deputy while handcuffed, kicking at objects or deputies).

(c) Whether it is reasonably necessary to avoid damage to property (e.g., kicking at windows of the patrol vehicle).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

302.7.1 GUIDELINES FOR USE OF LEG RESTRAINTS

When applying leg restraints the following guidelines should be followed:

(a) If practicable, deputies should notify a supervisor of the intent to apply the leg restraint device. In all cases, a supervisor shall be notified as soon as practicable after the application of the leg restraint device.

(b) Once applied, absent a medical or other emergency, restraints should remain in place until the deputy arrives at the jail or other facility or the person no longer reasonably appears to pose a threat.

(c) Once secured, the person should be placed in a seated or upright position, secured with a seat belt, and shall not be placed on his/her stomach for an extended period, as this could reduce the person's ability to breathe.

(d) The restrained person should be continually monitored by a deputy while in the leg restraint. The deputy should ensure that the person does not roll onto and remain on his/her stomach.

(e) The deputy should look for signs of labored breathing and take appropriate steps to relieve and minimize any obvious factors contributing to this condition.

(f) When transported by emergency medical services, the restrained person should be accompanied by a deputy when requested by medical personnel. The transporting deputy should describe to medical personnel any unusual behaviors or other circumstances the deputy reasonably believes would be potential safety or medical risks to the person (e.g., prolonged struggle, extreme agitation, impaired respiration).

302.8 REQUIRED DOCUMENTATION

If a person is restrained and released without an arrest, the deputy shall document the details of the detention and the need for handcuffs or other restraints.

If a person is arrested, the use of handcuffs or other restraints shall be documented in the related report.

Deputies should document the following information in reports, as appropriate, when restraints other than handcuffs are used on a person:

(a) The factors that led to the decision to use restraints.

(b) Supervisor notification and approval of restraint use.

(c) The types of restraint used.

(d) The amount of time the person was restrained.

(e) How the person was transported and the position of the person during transport.

(f) Observations of the person's behavior and any signs of physiological problems.

(g) Any known or suspected drug use or other medical problems.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

302.9 TRAINING

Subject to available resources, the Training Coordinator should ensure that deputies receive periodic training on the proper use of handcuffs and other restraints, including:

(a) Proper placement and fit of handcuffs and other restraint devices approved for use by the Office.

(b) Response to complaints of pain by restrained persons.

(c) Options for restraining those who may be pregnant without the use of leg irons, waist chains, or handcuffs behind the body.

(d) Options for restraining amputees or those with medical conditions or other physical conditions that may be aggravated by being restrained.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Control Devices

303.1 PURPOSE AND SCOPE

This policy provides guidelines for the use and maintenance of control devices that are described in this policy.

303.2 POLICY

In order to control individuals who are violent or who demonstrate the intent to be violent, the Boone County Sheriff's Office authorizes deputies to use control devices in accordance with the guidelines in this policy, the Use of Force Policy, and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program. The Sheriff may also authorize other positions or individual office members to use specific control devices.

303.3 ISSUING, CARRYING AND USING CONTROL DEVICES

Control devices described in this policy may be carried and used by members of this office only if the device has been issued by the Office or approved by the Sheriff or the authorized designee.

Only those members who have successfully completed office-approved training in the use of any control device are authorized to carry and use the device.

Control devices may be used when a decision has been made to control, restrain or arrest a person who is violent or who demonstrates the intent to be violent and the use of the device appears reasonable under the circumstances. When reasonable, a verbal warning and opportunity to comply should precede the use of these devices.

303.4 RESPONSIBILITIES

303.4.1 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor may authorize the use of a control device by selected office members or those in specialized assignments who have successfully completed the required training.

303.4.2 RESPONSIBILITIES

The Instructor for the particular device shall control the inventory and issuance of that control device(s) and shall ensure that, if it is damaged, inoperative, outdated or expended, it/they are properly disposed of, repaired or replaced.

Every control device will be periodically inspected by the designated instructor for a particular control device. The inspection shall be documented.

303.4.3 USER RESPONSIBILITIES

All normal maintenance, charging or cleaning shall remain the responsibility of personnel using the various devices.

Any damaged, inoperative, outdated or expended control devices or munitions, along with documentation explaining the cause of the damage, shall be returned to the responsible instructor

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

for disposition. Documentation shall also be forwarded through the chain of command, when appropriate, explaining the cause of damage.

303.5 TEAR GAS GUIDELINES

Tear gas may be used for crowd control, crowd dispersal or against barricaded suspects based on the circumstances. Only the Shift Supervisor, Incident Commander or Special Response Team Commander may authorize the delivery and use of tear gas, and only after evaluating all conditions known at the time and determining that such force reasonably appears justified and necessary.

When practicable, fire and emergency medical services personnel should be alerted or summoned to the scene prior to the deployment of tear gas to control any fires and to assist in providing medical aid or gas evacuation, if needed.

303.6 OLEORESIN CAPSICUM (OC) GUIDELINES

As with other control devices, OC spray and pepper projectiles may be considered for use to bring under control an individual or group of individuals who are engaging in, or are about to engage in, violent behavior. Pepper projectiles and OC spray should not, however, be used against individuals or groups who merely fail to disperse or do not reasonably appear to present a risk to the safety of office members or the public.

303.6.1 PEPPER PROJECTILE SYSTEMS

Pepper projectiles are plastic spheres that are filled with a derivative of OC powder. Because the compressed gas launcher delivers the projectiles with enough force to burst the projectiles on impact and release the OC powder, the potential exists for the projectiles to inflict injury if they strike the head, neck, spine or groin. Therefore, personnel using a pepper projectile system should not intentionally target those areas, except when the deputy reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the deputy or others.

Deputies encountering a situation that warrants the use of a pepper projectile system shall notify a supervisor as soon as practicable. A supervisor shall respond to all pepper projectile system incidents where an individual has been hit or exposed to the chemical agent. The supervisor shall ensure that all notifications and reports are completed as required by the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

Each deployment of a pepper projectile system shall be documented. This includes situations where the launcher was directed toward an individual, whether or not the launcher was used. Unintentional discharges shall be promptly reported to a supervisor and documented on the appropriate report form. Only non-incident use of a pepper projectile system, such as training or a product demonstration, is exempt from the reporting requirement.

303.6.2 TREATMENT FOR OC EXPOSURE

Persons who have been sprayed with or otherwise affected by the use of OC should be promptly provided with clean water to cleanse the affected areas. Those who complain of further severe effects shall be examined by appropriate medical personnel.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

303.7 POST-APPLICATION NOTICE

Whenever tear gas or OC has been introduced into a residence, building interior, vehicle or other enclosed area, the owners or available occupants should be provided with notice of the possible presence of residue which could result in irritation or injury if the area is not properly cleaned. Such notice should include advisement that cleanup will be at the owner's expense. Information regarding how and when the notice was delivered and the individuals notified should be included in related reports.

303.8 KINETIC ENERGY PROJECTILE GUIDELINES

This office is committed to reducing the potential for violent confrontations. Kinetic energy projectiles, when used properly, are less likely to result in death or serious physical injury and can be used in an attempt to de-escalate a potentially deadly situation.

303.8.1 DEPLOYMENT AND USE

Only office-approved kinetic energy munitions shall be carried and deployed. Approved munitions may be used to compel an individual to cease his/her actions when such munitions present a reasonable option.

Deputies are not required or compelled to use approved munitions in lieu of other reasonable tactics if the involved deputy determines that deployment of these munitions cannot be done safely. The safety of hostages, innocent persons and deputies takes priority over the safety of individuals engaged in criminal or suicidal behavior.

Circumstances appropriate for deployment include, but are not limited to, situations in which:

(a) The suspect is armed with a weapon and the tactical circumstances allow for the safe application of approved munitions.

(b) The suspect has made credible threats to harm him/herself or others.

(c) The suspect is engaged in riotous behavior or is throwing rocks, bottles or other dangerous projectiles at deputies, other office members and/or other people.

(d) There is probable cause to believe that the suspect has already committed a crime of violence and is refusing to comply with lawful orders.

303.8.2 DEPLOYMENT CONSIDERATIONS

Before discharging projectiles, the deputy should consider such factors as:

(a) Distance and angle to target.

(b) Type of munitions employed.

(c) Type and thickness of subject's clothing.

(d) The subject's proximity to others.

(e) The location of the subject.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(f) Whether the subject's actions dictate the need for an immediate response and the use of control devices appears appropriate.

A verbal warning of the intended use of the device should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to give the individual a reasonable opportunity to voluntarily comply and to warn other deputies and individuals that the device is being deployed.

Deputies should keep in mind the manufacturer's recommendations and their training regarding effective distances and target areas. However, deputies are not restricted solely to use according to manufacturer recommendations. Each situation must be evaluated on the totality of circumstances at the time of deployment.

The need to immediately incapacitate the suspect must be weighed against the risk of causing serious injury or death. The head and neck should not be intentionally targeted, except when the deputy reasonably believes the suspect poses an imminent threat of serious bodily injury or death to the deputy or others.

303.8.3 SAFETY PROCEDURES

Shotguns specifically designated for use with kinetic energy projectiles will be specially marked in a manner that makes them readily identifiable as such.

Deputies will inspect shotguns and projectiles at the beginning of each shift to ensure that the shotguns are in proper working order and the projectiles are of the approved type and appear to be free from defects.

When they are not deployed, shotguns will be unloaded and properly and securely stored in sheriff's office vehicles. When deploying a kinetic energy projectile shotgun, deputies shall visually inspect the kinetic energy projectiles to ensure that conventional ammunition is not being loaded into the shotgun.

Absent compelling circumstances, deputies who must transition from conventional ammunition to kinetic energy projectiles will employ the two-person rule for loading. The two-person rule is a safety measure in which a second deputy watches the unloading and loading process to ensure that the weapon is completely emptied of conventional ammunition.

303.9 TRAINING FOR CONTROL DEVICES

The Training Coordinator shall ensure that those members who are authorized to carry a control device have been properly trained and certified to carry the specific control device and are retrained or recertified as necessary. Before being authorized to carry any control device, members will be given access to and receive training on this policy.

(a) Proficiency training shall be monitored and documented by a certified, control-device weapons or tactics instructor.

(b) All training and proficiency for control devices will be documented in the member's training file.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Members who fail to demonstrate proficiency with the control device or knowledge of the Use of Force Policy and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program will be provided remedial training. If a member cannot demonstrate proficiency with a control device or knowledge of the Use of Force Policy and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program after remedial training, the member will be restricted from carrying the control device and may be subject to discipline.

(d) Retraining or recertification should occur at least biennially.

303.10 REPORTING USE OF CONTROL DEVICES

Any application of a control device shall be documented in the related incident report and reported pursuant to the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Conducted Energy Device

304.1 PURPOSE AND SCOPE

This policy provides guidelines for the issuance and use of the conducted energy device (CED).

304.2 POLICY

The CED is used in an attempt to control a violent or potentially violent individual. The appropriate use of such a device may result in fewer serious injuries to deputies and suspects.

304.3 ISSUANCE AND CARRYING CEDS

Only members who have successfully completed office-approved training may be issued and may carry the CED.

The CED Instructor should keep a log of issued CED devices and the serial numbers of cartridges/magazines issued to members.

CEDs are issued for use during a member's current assignment. Those leaving a particular assignment may be required to return the device to the office inventory.

Deputies shall only use the CED and cartridges/magazines that have been issued by the Office. All devices must be inspected and approved by the CED Instructor. Cartridges/magazines should not be used after the manufacturer's expiration date.

Uniformed deputies who have been issued the CED shall wear the device in an approved holster.

Deputies who carry the CED while in uniform shall carry it in a holster on the side opposite the duty weapon.

(a) All CEDs shall be clearly distinguishable to differentiate them from the duty weapon and any other device.

(b) For single-shot devices, whenever practicable, deputies should carry an additional cartridge on their person when carrying the CED.

(c) Deputies should not hold a firearm and the CED at the same time.

Non-uniformed deputies may secure the CED in a concealed, secure location in the driver's compartment of their vehicles.

304.3.1 USER RESPONSIBILITIES

Deputies shall be responsible for ensuring that the issued CED is properly maintained and in good working order. This includes a function test and battery life monitoring, as required by the manufacturer, and should be completed prior to the beginning of the deputy's shift.

CEDs that are damaged or inoperative, or cartridges/magazines that are expired or damaged, shall be returned to the CED INstructor for disposition. Deputies shall submit documentation stating the reason for the return and how the CED or cartridge/magazine was damaged or became inoperative, if known.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

304.4 VERBAL AND VISUAL WARNINGS

A verbal warning of the intended use of the CED should precede its application, unless it would otherwise endanger the safety of deputies or when it is not practicable due to the circumstances. The purpose of the warning is to:

(a) Provide the individual with a reasonable opportunity to voluntarily comply.

(b) Provide other deputies and individuals with a warning that the CED may be deployed.

If, after a verbal warning, an individual fails to voluntarily comply with a deputy's lawful orders and it appears both reasonable and feasible under the circumstances, the deputy may, but is not required to, activate any warning on the device, which may include display of the electrical arc, an audible warning, or the laser in a further attempt to gain compliance prior to the application of the CED. The laser should not be intentionally directed into anyone's eyes.

The fact that a verbal or other warning was given or the reasons it was not given shall be documented by the deputy deploying the CED in the related report.

304.5 USE OF THE CED

The CED has limitations and restrictions requiring consideration before its use. The CED should only be used when its operator can safely deploy the device within its operational range. Although the CED may be effective in controlling most individuals, deputies should be aware that the device may not achieve the intended results and be prepared with other options.

If sufficient personnel are available and can be safely assigned, a deputy designated as lethal cover for any deputy deploying a CED may be considered for officer safety.

304.5.1 APPLICATION OF THE CED

The CED may be used when the circumstances reasonably perceived by the deputy at the time indicate that such application reasonably appears necessary to control a person who:

(a) Is violent or is physically resisting.

(b) Has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm deputies, themself, or others.

Mere flight from a pursuing deputy, without additional circumstances or factors, is not good cause for the use of the CED to apprehend an individual.

The CED shall not be used to psychologically torment, to elicit statements, or to punish any individual.

304.5.2 SPECIAL DEPLOYMENT CONSIDERATIONS

The use of the CED on certain individuals should generally be avoided unless the totality of the circumstances indicates that other available options reasonably appear ineffective or would present a greater danger to the deputy, the subject, or others, and the deputy reasonably believes that the need to control the individual outweighs the potential risk of using the device. This includes:

(a) Individuals who are known to be pregnant.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Elderly individuals or obvious juveniles.

(c) Individuals with obviously low body mass.

(d) Individuals who are handcuffed or otherwise restrained.

(e) Individuals known to have been recently sprayed with a flammable chemical agent or who are otherwise known to be in close proximity to any known combustible vapor or flammable material, including alcohol-based oleoresin capsicum (OC) spray.

(f) Individuals whose position or activity is likely to result in collateral injury (e.g., falls from height, located in water, operating vehicles).

Any CED capable of being applied in the drive-stun mode (i.e., direct contact without probes as a primary form of pain compliance) should be limited to supplementing the probe-mode to complete the circuit, or as a distraction technique to gain separation between deputies and the subject, thereby giving deputies time and distance to consider other force options or actions.

304.5.3 TARGETING CONSIDERATIONS

Recognizing that the dynamics of a situation and movement of the subject may affect target placement of probes, when practicable, deputies should attempt to target the back, lower center mass, and upper legs of the subject, and avoid intentionally targeting the head, neck, area of the heart, or genitals. If circumstances result in one or more probes inadvertently striking an area outside of the preferred target zones, the individual should be closely monitored until examined by paramedics or other medical personnel.

304.5.4 MULTIPLE APPLICATIONS OF THE CED

Once a deputy has successfully deployed two probes on the subject, the deputy should continually assess the subject to determine if additional probe deployments or cycles reasonably appear necessary. Additional factors deputies may consider include but are not limited to:

(a) Whether it is reasonable to believe that the need to control the individual outweighs the potentially increased risk posed by multiple applications.

(b) Whether the probes are making proper contact.

(c) Whether the individual has the ability and has been given a reasonable opportunity to comply.

(d) Whether verbal commands or other options or tactics may be more effective.

Given that on certain devices (e.g., TASER 10™) each trigger pull deploys a single probe, the deputy must pull the trigger twice to deploy two probes to create the possibility of neuro-muscular incapacitation.

304.5.5 ACTIONS FOLLOWING DEPLOYMENTS

Deputies should take appropriate actions to control and restrain the individual as soon as reasonably practicable to minimize the need for longer or multiple exposures to the CED. As soon as practicable, deputies shall notify a supervisor any time the CED has been discharged. If needed for evidentiary purposes, the expended cartridge, along with any probes and wire, should

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

be submitted into evidence (including confetti tags, when equipped on the device). The evidence packaging should be marked "Biohazard" if the probes penetrated the subject's skin.

304.5.6 DANGEROUS ANIMALS

The CED may be deployed against an animal if the animal reasonably appears to pose an imminent threat to human safety.

304.5.7 OFF-DUTY CONSIDERATIONS

Deputies are not authorized to carry office CEDs while off-duty.

Deputies shall ensure that CEDs are secured while in their homes, vehicles, or any other area under their control, in a manner that will keep the device inaccessible to others.

304.6 DOCUMENTATION

Deputies shall document all CED discharges in the related arrest/crime reports and the CED report forms. Photographs should be taken of any obvious probe impact or drive-stun application sites and attached to the CED report form. Notification shall also be made to a supervisor in compliance with the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force. Unintentional discharges, pointing the device at a person, audible warning, laser activation, and arcing the device, other than for testing purposes, will also be documented on the report form. Data downloads from the CED after use on a subject should be done as soon as practicable using a office-approved process to preserve the data.

304.6.1 CED REPORT FORM

As applicable based on the device type, items that shall be included in the CED report form are:

(a) The brand, model, and serial number of the CED and any cartridge/magazine.

(b) Date, time, and location of the incident.

(c) Whether any warning, display, laser, or arc deterred a subject and gained compliance.

(d) The number of probes deployed, CED activations, the duration of each cycle, the duration between activations, and (as best as can be determined) the duration that the subject received applications.

(e) The range at which the CED was used.

(f) The type of mode used (e.g., probe deployment, drive-stun).

(g) Location of any probe impact.

(h) Location of contact in drive-stun mode.

(i) Description of where missed probes went.

(j) Whether medical care was provided to the subject.

(k) Whether the subject sustained any injuries.

(l) Whether any deputies sustained any injuries.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The Training Coordinator should periodically analyze the report forms to identify trends, including deterrence and effectiveness. The Training Coordinator should also conduct audits of CED device data downloaded to an approved location and reconcile CED report forms with recorded activations. CED information and statistics, with identifying information removed, should periodically be made available to the public.

304.6.2 REPORTS

The deputy should include the following in the arrest/crime report:

(a) Identification of all personnel firing CEDs

(b) Identification of all witnesses

(c) Medical care provided to the subject

(d) Observations of the subject's physical and physiological actions

(e) Any known or suspected drug use, intoxication, or other medical problems

304.7 MEDICAL TREATMENT

Consistent with local medical personnel protocols and absent extenuating circumstances, only appropriate medical personnel or deputies trained in probe removal and handling should remove CED probes from a person's body. Used CED probes shall be treated as a sharps biohazard, similar to a used hypodermic needle, and handled appropriately. Universal precautions should be taken.

All persons who have been struck by CED probes, who have been subjected to the electric discharge of the device, or who sustained direct exposure of the laser to the eyes shall be medically assessed prior to booking. Additionally, any such individual who falls under any of the following categories should, as soon as practicable, be examined by paramedics or other qualified medical personnel:

(a) The person is suspected of being under the influence of controlled substances and/or alcohol.

(b) The person may be pregnant.

(c) The person reasonably appears to be in need of medical attention.

(d) The CED probes are lodged in a sensitive area (e.g., groin, female breast, head, face, neck).

(e) The person requests medical treatment.

Any individual exhibiting signs of distress or who is exposed to multiple or prolonged applications shall be transported to a medical facility for examination or medically evaluated prior to booking. If any individual refuses medical attention, such a refusal should be witnessed by another deputy and/or medical personnel and shall be fully documented in related reports. If an audio/video recording is made of the contact or an interview with the individual, any refusal should be included, if possible.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The transporting deputy shall inform any person providing medical care or receiving custody that the individual has been subjected to the application of the CED (see the Medical Aid and Response Policy).

304.8 SUPERVISOR RESPONSIBILITIES

When possible, supervisors should respond to calls when they reasonably believe there is a likelihood the CED may be used. A supervisor should respond to all incidents where the CED was activated.

A supervisor should review each incident where a person has been exposed to a CED. The device's internal logs should be downloaded by a supervisor or CED Instructor and saved with the related arrest/crime report. The supervisor should arrange for photographs of probe sites to be taken and witnesses to be interviewed.

304.9 TRAINING

Personnel who are authorized to carry the CED shall be permitted to do so only after successfully completing the initial office-approved training. Any personnel who have not carried the CED as a part of their assignments for a period of six months or more shall be recertified by a qualified CED instructor prior to again carrying or using the device.

Proficiency training for personnel who have been issued CEDs should occur every year. A reassessment of a deputy's knowledge and/or practical skills may be required at any time, if deemed appropriate, by the Training Coordinator. All training and proficiency for CEDs will be documented in the deputy's training files.

Command staff, supervisors, and investigators should receive CED training as appropriate for the investigations they conduct and review.

Deputies who do not carry CEDs should receive training that is sufficient to familiarize them with the device and with working with deputies who use the device.

The Training Coordinator is responsible for ensuring that all members who carry CEDs have received initial and annual proficiency training. Periodic audits should be used for verification.

Application of CEDs during training could result in injuries and should not be mandatory for certification.

The Training Coordinator should include the following training:

(a) A review of this policy.

(b) A review of the Use of Force Policy and the LETB Uniform Statewide policies on Deadly Force and Defensive Tactics Training Program.

(c) Performing weak-hand draws or cross-draws until proficient to reduce the possibility of unintentionally drawing and firing a firearm.

(d) Target area considerations, to include techniques or options to reduce the unintentional application of probes to the head, neck, area of the heart, and groin.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) Scenario-based training, including virtual reality training when available.

(f) Handcuffing a subject during the application of the CED and transitioning to other force options.

(g) De-escalation techniques.

(h) Restraint techniques that do not impair respiration following the application of the CED.

(i) Proper use of cover and concealment during deployment of the CED for purposes of officer safety.

(j) Proper tactics and techniques related to multiple applications of CEDs.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Officer-Involved Shootings and Deaths

305.1 PURPOSE AND SCOPE

The purpose of this policy is to establish policy and procedures for the investigation of an incident in which a person is injured or dies as the result of an officer-involved shooting or dies as a result of another action of a deputy.

In other incidents not covered by this policy, the Sheriff may decide that the investigation will follow the process provided in this policy.

305.2 POLICY

The policy of the Boone County Sheriff's Office is to ensure that officer-involved shootings and deaths are investigated in a thorough, fair and impartial manner.

305.3 TYPES OF INVESTIGATIONS

Officer-involved shootings and deaths involve several separate investigations. The investigations may include:

- A criminal investigation of the suspect’s actions.
- A criminal investigation of the involved officer’s actions.
- An administrative investigation as to policy compliance by involved deputies.
- A civil investigation to determine potential liability.

305.4 CONTROL OF INVESTIGATIONS

Investigators from surrounding agencies may be assigned to work on the criminal investigation of officer-involved shootings and deaths. This may include at least one investigator from the agency that employs the involved officer.

Jurisdiction is determined by the location of the shooting or death and the agency employing the involved officer. The following scenarios outline the jurisdictional responsibilities for investigating officer-involved shootings and deaths.

305.4.1 CRIMINAL INVESTIGATION OF SUSPECT ACTIONS

The investigation of any possible criminal conduct by the suspect is controlled by the agency in whose jurisdiction the suspect’s crime occurred. For example, Boone County Sheriff's Office would control the investigation if the suspect’s crime occurred in Boone County Sheriff's Office jurisdiction.

If multiple crimes have been committed in multiple jurisdictions, identification of the agency that will control the investigation may be reached in the same way as with any other crime. The investigation may be conducted by the agency in control of the criminal investigation of the involved officer, at the discretion of the Sheriff and with concurrence from the other agency.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

305.4.2 CRIMINAL INVESTIGATIONS OF OFFICER ACTIONS

The control of the criminal investigation into the involved deputy's conduct during the incident will be determined by the employing agency's protocol. When a deputy from this office is involved, the criminal investigation will be handled according to the Criminal Investigation section of this policy.

Requests made of this office to investigate a shooting or death involving an outside agency's officer shall be referred to the Sheriff or the authorized designee for approval.

305.4.3 ADMINISTRATIVE AND CIVIL INVESTIGATION

Regardless of where the incident occurs, the administrative and civil investigation of each involved officer is controlled by the respective employing agency.

305.5 INVESTIGATION PROCESS

The following procedures are guidelines used in the investigation of an officer-involved shooting or death.

305.5.1 UNINVOLVED DEPUTY RESPONSIBILITIES

Upon arrival at the scene of an officer-involved shooting or death, the first uninvolved BCSO deputy will be the deputy-in-charge and will assume the responsibilities of a supervisor until properly relieved. This deputy should, as appropriate:

(a) Secure the scene and identify and eliminate hazards for all those involved.

(b) Take reasonable steps to obtain emergency medical attention for injured individuals.

(c) Request additional resources from the Office or other agencies.

(d) Coordinate a perimeter or pursuit of suspects.

(e) Check for injured persons and evacuate as needed.

(f) Brief the supervisor upon arrival.

305.5.2 SUPERVISOR RESPONSIBILITIES

Upon arrival at the scene, the first uninvolved BCSO supervisor should ensure completion of the duties as outlined above, plus:

(a) Attempt to obtain a brief overview of the situation from any uninvolved officers.

1. In the event that there are no uninvolved officers who can supply adequate overview, the supervisor should attempt to obtain a brief voluntary overview from one involved officer.

(b) If necessary, the supervisor may administratively order any BCSO deputy to immediately provide public safety information necessary to secure the scene, identify injured parties and pursue suspects.

1. Public safety information shall be limited to such things as outstanding suspect information, number and direction of any shots fired, perimeter of the incident

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

scene, identity of known or potential witnesses and any other pertinent information.

2. The initial on-scene supervisor should not attempt to order any involved officer to provide any information other than public safety information.

(c) Provide all available information to the Shift Supervisor and the Communication Center. If feasible, sensitive information should be communicated over secure networks.

(d) Take command of and secure the incident scene with additional BCSO members until properly relieved by another supervisor or other assigned personnel or investigator.

(e) As soon as practicable, ensure that involved officers are transported (separately, if feasible) to a suitable location for further direction.

1. Each involved BCSO deputy should be given an administrative order not to discuss the incident with other involved officers or BCSO members pending further direction from a supervisor.

2. When an involved officer's weapon is taken or left at the scene for other than officer-safety reasons (e.g., evidence), ensure that he/she is provided with a comparable replacement weapon or transported by other deputies.

305.5.3 SHIFT SUPERVISOR RESPONSIBILITIES

Upon learning of an officer-involved shooting or death, the Shift Supervisor shall be responsible for coordinating all aspects of the incident until he/she is relieved by the Sheriff or the authorized designee.

All outside inquiries about the incident shall be directed to the Sheriff or the authorized designee.

305.5.4 NOTIFICATIONS

The following persons shall be notified as soon as practicable:

- Sheriff
- Investigation Commander
- Officer-Involved Shooting rollout team
- Outside agency investigators (if appropriate)
- Sheriff or the authorized designee supervisor
- Civil liability response team
- Psychological/peer support personnel
- Chaplain
- Coroner (if necessary)

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Involved officer’s agency representative (if requested)
- Public Information Officer

305.5.5 INVOLVED OFFICERS
The following shall be considered for the involved officer:

(a) The Office will accommodate a deputy's request for legal representation.

1. Involved BCSO deputies shall not be permitted to meet collectively or in a group with an attorney or any representative prior to providing a formal interview or report.
2. Requests from involved non-BCSO officers should be referred to their employing agency.

(b) Discussions with licensed attorneys will be considered privileged as attorney-client communications (I.C. § 34-46-3-1).

(c) Discussions with agency representatives will be privileged only as to the discussion of non-criminal information.

(d) A licensed psychotherapist shall be provided by the Office to each involved BCSO deputy. A licensed psychotherapist may also be provided to any other affected BCSO members, upon request.

1. Interviews with a licensed psychotherapist will be considered privileged (I.C. § 34-46-3-1).
2. An interview or session with a licensed psychotherapist may take place prior to the member providing a formal interview or report. However, the involved members shall not be permitted to consult or meet collectively or in a group with a licensed psychotherapist prior to providing a formal interview or report.
3. A separate fitness-for-duty exam may also be required (see the Fitness for Duty Policy).

(e) Communications between the involved deputy and a peer support member or a provider of critical incident stress management services is addressed in the Wellness Program Policy.

Care should be taken to preserve the integrity of any physical evidence present on the involved officer's equipment or clothing, such as blood or fingerprints, until investigators or lab personnel can properly retrieve it.

Each involved BCSO deputy shall be given reasonable paid administrative leave following an officer-involved shooting or death. It shall be the responsibility of the Shift Supervisor to make schedule adjustments to accommodate such leave.

305.6 CRIMINAL INVESTIGATION

If available, investigative personnel from this office may be assigned to partner with investigators from outside agencies or the County Prosecutor's Office to avoid duplicating efforts in related criminal investigations.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Once public safety issues have been addressed, criminal investigators should be given the opportunity to obtain a voluntary statement from involved officers and to complete their interviews. The following shall be considered for the involved officer:

(a) BCSO supervisors and Sheriff or the authorized designee personnel should not participate directly in any voluntary interview of BCSO deputies. This will not prohibit such personnel from monitoring interviews or indirectly providing topics for inquiry.

(b) If requested, any involved officer will be afforded the opportunity to consult individually with a representative of the officer's choosing or an attorney prior to speaking with criminal investigators. However, in order to maintain the integrity of each involved officer's individual statement, involved officers shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

(c) If any involved officer is physically, emotionally, or otherwise not in a position to provide a voluntary statement when interviewed by criminal investigators, consideration should be given to allowing a reasonable period for the officer to schedule an alternate time for the interview.

(d) Any voluntary statement provided by an involved officer will be made available for inclusion in any related investigation, including an administrative investigation. However, no administratively coerced statement will be provided to any criminal investigators unless the officer consents.

305.6.1 REPORTS BY INVOLVED BCSO DEPUTIES

In the event that suspects remain outstanding or subject to prosecution for related offenses, this office shall retain the authority to require involved BCSO deputies to provide sufficient information for related criminal reports to facilitate the apprehension and prosecution of those individuals.

While the involved BCSO deputy may write the report, it is generally recommended that such reports be completed by assigned investigators, who should interview all involved officers as victims/witnesses. Since the purpose of these reports will be to facilitate criminal prosecution, statements of involved officers should focus on evidence to establish the elements of criminal activities by suspects. Care should be taken not to duplicate information provided by involved officers in other reports.

Nothing in this section shall be construed to deprive an involved BCSO deputy of the right to consult with legal counsel prior to completing any such criminal report.

Reports related to the prosecution of criminal suspects will be processed according to normal procedures but should also be included for reference in the investigation of the officer-involved shooting or death.

305.6.2 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an officer-involved shooting or death may become unavailable or the integrity of their statements compromised with the passage of time, a supervisor should take reasonable steps to promptly coordinate with criminal investigators to utilize available law enforcement personnel for the following:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Identification of all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those persons who claim not to have witnessed the incident but who were present at the time it occurred.

2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, attempts to identify the witness prior to his/her departure should be made whenever feasible.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by a member of the Office.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transportation.

(c) Promptly contacting the suspect's known family and associates to obtain any available and untainted background information about the suspect's activities and state of mind prior to the incident.

305.6.3 INVESTIGATIVE PERSONNEL

Once notified of an officer-involved shooting or death, it shall be the responsibility of the designated Investigation Division supervisor to assign appropriate investigative personnel to handle the investigation of related crimes.

All related office reports, except administrative and/or privileged reports, will be forwarded to the designated Investigation Division supervisor for approval. Privileged reports shall be maintained exclusively by members who are authorized such access. Administrative reports will be forwarded to the appropriate Commander.

305.7 ADMINISTRATIVE INVESTIGATION

In addition to all other investigations associated with an officer-involved shooting or death, this office will conduct an internal administrative investigation of involved BCSO deputies to determine conformance with office policy. This investigation will be conducted under the supervision of the Sheriff or the authorized designee and will be considered a confidential deputy personnel file.

Interviews of members shall be subject to office policies and applicable laws.

(a) Any deputy involved in a shooting or death may be requested or administratively compelled to provide a blood sample for alcohol/drug screening. Absent consent from the deputy, such compelled samples and the results of any such testing shall not be disclosed to any criminal investigative agency.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) If any deputy has voluntarily elected to provide a statement to criminal investigators, the assigned administrative investigator should review that statement before proceeding with any further interview of that involved deputy.

1. If a further interview of the deputy is deemed necessary to determine policy compliance, care should be taken to limit the inquiry to new areas with minimal, if any, duplication of questions addressed in the voluntary statement. The involved deputy shall be provided with a copy of the prior statement before proceeding with any subsequent interviews.

(c) In the event that an involved deputy has elected not to provide criminal investigators with a voluntary statement, the assigned administrative investigator shall conduct an administrative interview to determine all relevant information.

1. Although this interview should not be unreasonably delayed, care should be taken to ensure that the deputy's physical and psychological needs have been addressed before commencing the interview.

2. If requested, the deputy shall have the opportunity to select an uninvolved representative to be present during the interview. However, in order to maintain the integrity of each individual deputy's statement, involved deputies shall not consult or meet with a representative collectively or in groups prior to being interviewed.

3. Administrative interviews should be recorded by the investigator. The deputy may also record the interview.

4. The deputy shall be informed of the nature of the investigation. If a deputy refuses to answer questions, the deputy should be given the deputy's *Garrity* rights and ordered to provide full and truthful answers to all questions. The deputy shall be informed that the interview will be for administrative purposes only and that the statement cannot be used criminally.

5. The Sheriff or the authorized designee shall compile all relevant information and reports necessary for the Office to determine compliance with applicable policies.

6. Regardless of whether the use of force is an issue in the case, the completed administrative investigation shall be submitted to the Use of Force Review Board, which will restrict its findings as to whether there was compliance with the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

7. Any other indications of potential policy violations shall be determined in accordance with standard disciplinary procedures.

305.8 CIVIL LIABILITY RESPONSE

A member of this office may be assigned to work exclusively under the direction of the legal counsel for the Office to assist in the preparation of materials deemed necessary in anticipation of potential civil litigation.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

All materials generated in this capacity shall be considered attorney work product and may not be used for any other purpose. The civil liability response is not intended to interfere with any other investigation but shall be given reasonable access to all other investigations.

305.9 AUDIO AND VIDEO RECORDINGS

Any officer involved in a shooting or death may be permitted to review available Mobile Audio/ Video (MAV), body-worn video, or other video or audio recordings prior to providing a recorded statement or completing reports.

Upon request, non-law enforcement witnesses who are able to verify their presence and their ability to contemporaneously perceive events at the scene of an incident may also be permitted to review available MAV, body-worn video, or other video or audio recordings with the approval of assigned investigators or a supervisor.

Any MAV, body-worn video, and other known video or audio recordings of an incident should not be publicly released during an ongoing investigation without consulting the prosecuting attorney or County Attorney’s Office, as appropriate.

305.10 DEBRIEFING

Following an officer-involved shooting or death, the Boone County Sheriff's Office should conduct both a Critical Incident Stress Debriefing and a tactical debriefing. See the Wellness Program Policy for guidance on Critical Incident Stress Debriefings.

305.10.1 TACTICAL DEBRIEFING

A tactical debriefing should take place to identify any training or areas of policy that need improvement. The Sheriff should identify the appropriate participants. This debriefing should not be conducted until all involved members have provided recorded or formal statements to the criminal and/or administrative investigators.

305.11 MEDIA RELATIONS

Any media release shall be prepared with input and concurrence from the supervisor and the office representative responsible for each phase of the investigation. Release will be available to the Shift Supervisor, Investigation Commander and Public Information Officer in the event of inquiries from the media.

No involved BCSO deputy shall make any comment to the media unless he/she is authorized by the Sheriff or a Commander.

Office members receiving inquiries regarding officer-involved shootings or deaths occurring in other jurisdictions shall refrain from public comment and will direct those inquiries to the agency having jurisdiction and primary responsibility for the investigation.

305.12 REPORTING

If the death of an individual occurs in the Boone County Sheriff's Office jurisdiction and qualifies to be reported to the state as a justifiable homicide or an in-custody death, the Enforcement

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Commander will ensure that the Matron is provided with enough information to meet reporting requirements.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Firearms

306.1 PURPOSE AND SCOPE

This policy provides guidelines for issuing firearms, the safe and legal carrying of firearms, firearms maintenance and firearms training.

This policy does not apply to issues related to the use of firearms that are addressed in the Use of Force or Officer-Involved Shootings and Deaths policies.

This policy only applies to those members who are authorized to carry firearms.

306.2 POLICY

The Boone County Sheriff's Office will equip its members with firearms to address the risks posed to the public and office members by violent and sometimes well-armed persons. The Office will ensure firearms are appropriate and in good working order and that relevant training is provided as resources allow.

306.3 AUTHORIZED FIREARMS, AMMUNITION, AND OTHER WEAPONS

Members shall only use ammunition and firearms that are issued or approved by the Sheriff and the firearms shall be thoroughly inspected and approved by the Rangemaster. Except in an emergency or as directed by a supervisor, no firearm shall be carried by a member who has not qualified with that firearm at an authorized office range.

All other weapons not provided by the Office, including but not limited to edged weapons, chemical or electronic weapons, impact weapons, or any weapon prohibited or restricted by law or that is not covered elsewhere by office policy, may not be carried by members in the performance of their official duties without the express written authorization of the Sheriff or the authorized designee. This exclusion does not apply to the carrying of a single folding pocketknife that is not otherwise prohibited by law.

306.3.1 HANDGUNS

The authorized office-issued handgun is the Glock model 45 for enforcement staff and the Glock model 19 for administrative staff. Both handguns are 9mm.

306.3.2 PATROL RIFLES

The authorized office-issued patrol rifle is the FN, Colt and Rock River carbines, .223 caliber.

Members may deploy the patrol rifle in any circumstance where the member can articulate a reasonable expectation that the rifle may be needed. Examples of some general guidelines for deploying the patrol rifle may include, but are not limited to:

(a) Situations where the member reasonably anticipates an armed encounter.

(b) When a member is faced with a situation that may require accurate and effective fire at long range.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Situations where a member reasonably expects the need to meet or exceed a suspect's firepower.

(d) When a member reasonably believes that there may be a need to fire on a barricaded person or a person with a hostage.

(e) When a member reasonably believes that a suspect may be wearing body armor.

(f) When authorized or requested by a supervisor.

(g) When needed to euthanize an animal.

(h) Rifles are only to be used used for the course of duty.

When not deployed, the patrol rifle shall be properly secured consistent with office training in the patrol vehicle.

306.3.3 PERSONALLY OWNED DUTY FIREARMS

Members desiring to carry an authorized but personally owned duty firearm must receive written approval from the Sheriff or the authorized designee. Once approved, personally owned duty firearms are subject to the following restrictions:

(a) The firearm shall be in good working order and on the office list of approved firearms.

(b) The firearm shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(c) Prior to carrying the firearm, members shall qualify under range supervision and thereafter shall qualify in accordance with the office qualification schedule. Members must demonstrate proficiency and safe handling, and that the firearm functions properly.

(d) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

306.3.4 AUTHORIZED SECONDARY HANDGUN

Members desiring to carry office or personally owned secondary handguns are subject to the following restrictions:

(a) The handgun shall be in good working order and approved by the Sheriff or the Rangemaster.

(b) Only one secondary handgun may be carried at a time.

(c) The purchase of the handgun and ammunition shall be the responsibility of the member unless the handgun and ammunition are provided by the Office.

(d) The handgun shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(e) The handgun shall be inspected by the Rangemaster prior to being carried and thereafter shall be subject to inspection whenever it is deemed necessary.

(f) Ammunition shall be the same as office issue. If the caliber of the handgun is other than office issue, the Sheriff or the Rangemaster shall approve the ammunition.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(g) Prior to carrying the secondary handgun, members shall qualify under range supervision and thereafter shall qualify in accordance with the office qualification schedule. Members must demonstrate proficiency and safe handling, and that the handgun functions properly.

(h) Members shall provide written notice of the make, model, color, serial number and caliber of a secondary handgun to the Rangemaster, who will maintain a list of the information.

306.3.5 AUTHORIZED OFF-DUTY FIREARMS

The carrying of firearms by members while off-duty is permitted by the Sheriff but may be rescinded should circumstances dictate (e.g., administrative leave). Members who choose to carry a firearm while off-duty, based on their authority as law enforcement officers, will be required to meet the following guidelines:

(a) A personally owned firearm shall be used, carried and inspected in accordance with the Personally Owned Duty Firearms requirements in this policy.

1. The purchase of the personally owned firearm and ammunition shall be the responsibility of the member.

(b) The firearm shall be carried concealed at all times and in such a manner as to prevent unintentional cocking, discharge or loss of physical control.

(c) It will be the responsibility of the member to submit the firearm to the Rangemaster for inspection prior to being personally carried. Thereafter the firearm shall be subject to periodic inspection by the Rangemaster.

(d) Prior to carrying any off-duty firearm, the member shall demonstrate to the Rangemaster that he/she is proficient in handling and firing the firearm and that it will be carried in a safe manner.

(e) The member will successfully qualify with the firearm prior to it being carried.

(f) Members shall provide written notice of the make, model, color, serial number and caliber of the firearm to the Rangemaster, who will maintain a list of the information.

(g) If a member desires to use more than one firearm while off-duty, he/she may do so, as long as all requirements set forth in this policy for each firearm are met.

(h) Members shall only carry office-authorized ammunition.

(i) When armed, deputies shall carry their Boone County Sheriff's Office identification cards under circumstances requiring possession of such identification.

306.3.6 AMMUNITION

Members shall carry only office-authorized ammunition. Members may be issued fresh duty ammunition in the specified quantity for all office-issued firearms during the member’s firearms qualification. Replacements for unserviceable or depleted ammunition issued by the Office shall be dispensed by the Rangemaster when needed, in accordance with established policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Members carrying personally owned authorized firearms of a caliber differing from office-issued firearms shall be responsible for obtaining fresh duty ammunition in accordance with the above, at their own expense.

No Member shall carry any reloaded ammunition for use in an official issued weapon or for use in any Official approved and authorized personal weapon.

No Member shall use or carry any ammunition that is designed to explode when it contacts a target EXCEPT that the Sheriff may authorize the use of special purpose ammunition on an individual case basis.

Boone County Sheriff's Office Procedure Manual: Ammunition for personal firearms

306.3.7 SPECIALTY WEAPONS

The department has an inventory of specialty weapons used by SRT and for training.

306.4 EQUIPMENT

Firearms carried on- or off-duty shall be maintained in a clean, serviceable condition. Maintenance and repair of authorized personally owned firearms are the responsibility of the individual member.

306.4.1 REPAIRS OR MODIFICATIONS

Each member shall be responsible for promptly reporting any damage or malfunction of an assigned firearm to a supervisor or the Rangemaster.

Firearms that are the property of the Office or personally owned firearms that are approved for office use may be repaired or modified only by a person who is office-approved and certified as an armorer or gunsmith in the repair of the specific firearm. Such modification or repair must be authorized in advance by the Rangemaster. If an assigned office-owned firearm cannot be repaired, the Office shall issue a replacement.

Any repairs or modifications to the member's personally owned firearm shall be done at the member's expense and must be approved by the Rangemaster.

306.4.2 HOLSTERS

Only office-approved holsters shall be used and worn by members. Members shall periodically inspect their holsters to make sure they are serviceable and provide the proper security and retention of the handgun.

306.4.3 TACTICAL LIGHTS

Tactical lights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Once the approved tactical lights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

306.4.4 OPTICS OR LASER SIGHTS

Optics or laser sights may only be installed on a firearm carried on- or off-duty after they have been examined and approved by the Rangemaster. Any approved sight shall only be installed in strict accordance with manufacturer specifications. Once approved sights have been properly installed on any firearm, the member shall qualify with the firearm to ensure proper functionality and sighting of the firearm prior to carrying it.

Except in an approved training situation, a member may only sight in on a target when the member would otherwise be justified in pointing a firearm at the target.

306.5 SAFE HANDLING, INSPECTION AND STORAGE

Members shall maintain the highest level of safety when handling firearms and shall consider the following:

(a) Members shall not unnecessarily display or handle any firearm.

(b) Members shall be governed by all rules and regulations pertaining to the use of the range and shall obey all orders issued by the Rangemaster. Members shall not dry fire or practice quick draws except as instructed by the Rangemaster or other firearms training staff.

(c) Members shall not clean, repair, load or unload a firearm anywhere in the Office, except where clearing barrels are present.

(d) Shotguns or rifles removed from vehicles or the equipment storage room shall be loaded and unloaded in the parking lot and outside of the vehicle, using clearing barrels.

(e) Members shall not place or store any firearm or other weapon on office premises except where the place of storage is locked. No one shall carry firearms into the jail section or any part thereof when securing or processing an arrestee, but shall place all firearms in a secured location. Members providing access to the jail section to persons from outside agencies are responsible for ensuring firearms are not brought into the jail section.

(f) Members shall not use any automatic firearm, heavy caliber rifle, gas or other type of chemical weapon or firearm from the armory, except with approval of a supervisor.

(g) Any firearm authorized by the Office to be carried on- or off-duty that is determined by a member to be malfunctioning or in need of service or repair shall not be carried. It shall be promptly presented to the Office or a Rangemaster approved by the Office for inspection and repair. Any firearm deemed in need of repair or service by the Rangemaster will be immediately removed from service. If the firearm is the member’s primary duty firearm, a replacement firearm will be issued to the member until the duty firearm is serviceable.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

306.5.1 INSPECTION AND STORAGE
Handguns shall be inspected regularly and upon access or possession by another person. Shotguns and rifles shall be inspected at the beginning of the shift by the member to whom the weapon is issued. The member shall ensure that the firearm is carried in the proper condition and loaded with approved ammunition. Inspection of the shotgun and rifle shall be done while standing outside of the patrol vehicle. All firearms shall be pointed in a safe direction or into clearing barrels.

Personally owned firearms may be safely stored in lockers at the end of the shift. Office-owned firearms shall be stored in the appropriate equipment storage room. Handguns may remain loaded if they are secured in an appropriate holster. Shotguns and rifles shall be unloaded in a safe manner outside the building and then stored in the appropriate equipment storage room.

306.5.2 STORAGE AT HOME
Members shall ensure that all firearms and ammunition are locked and secured while in their homes, vehicles or any other area under their control, and in a manner that will keep them inaccessible to children and others who should not have access. Members shall not permit office-issued firearms to be handled by anyone not authorized by the Office to do so. Members should be aware that negligent storage of a firearm could result in civil and criminal liability.

306.5.3 ALCOHOL AND DRUGS
Firearms shall not be carried by any member, either on- or off-duty, who has consumed an amount of an alcoholic beverage, taken any drugs or medication, or taken any combination thereof that would tend to adversely affect the member’s senses or judgment.

306.6 FIREARMS TRAINING AND QUALIFICATIONS
All members who carry a firearm while on-duty are required to successfully complete training quarterly with their duty firearms. In addition to quarterly training, all members will qualify at least semiannually with their duty, off-duty, and secondary firearms. Training and qualifications must be on an approved range course and monitored by the Rangemaster (I.C. § 5-2-1-9).

All members who carry a firearm while on-duty are required to successfully complete Indiana Law Enforcement Academy (I.L.E.A.) approved in-service training which shall include (250 I.A.C. 2-7-1).

At least annually, all members carrying a firearm should receive practical training designed to simulate field situations including low-light shooting.

306.6.1 NON-CERTIFICATION OR NON-QUALIFICATION
If any member fails to meet minimum standards for firearms training or qualification for any reason, including injury, illness, duty status, or scheduling conflict, that member shall submit a memorandum to their immediate supervisor prior to the end of the required training or qualification period.

Those who fail to meet minimum standards or qualify on their first shooting attempt shall be provided remedial training and will be subject to the following requirements:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Additional range assignments may be scheduled to assist the member in demonstrating consistent firearm proficiency.

(b) Members shall be given credit for a range training or qualification when obtaining a qualifying score or meeting standards after remedial training.

(c) No range credit will be given for the following:

1. Unauthorized range make-up
2. Failure to meet minimum standards or qualify after remedial training

Members who repeatedly fail to meet minimum standards will be removed from field assignment and may be subject to disciplinary action.

306.7 FIREARM DISCHARGE

Except during training or recreational use, any member who discharges a firearm intentionally or unintentionally, on- or off-duty, shall make a verbal and written report to their supervisor as soon as circumstances permit. If the discharge results in injury or death to another person, additional statements and reports shall be made in accordance with the Officer-Involved Shootings and Deaths Policy. If a firearm was discharged as a use of force, the involved member shall adhere to the additional reporting requirements set forth in the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

Written reports shall be made as follows:

(a) If on-duty at the time of the incident, the member shall file a written report with their Commander or provide a recorded statement to investigators prior to the end of shift, unless otherwise directed.

(b) If off-duty at the time of the incident, the member shall submit a written report or a recorded statement no later than the end of the next regularly scheduled shift, unless otherwise directed by a supervisor.

306.7.1 DESTRUCTION OF ANIMALS

Members are authorized to use firearms to stop an animal in circumstances where the animal reasonably appears to pose an imminent threat to human safety and alternative methods are not reasonably available or would likely be ineffective.

In circumstances where there is sufficient advance notice that a potentially dangerous animal may be encountered, office members should develop reasonable contingency plans for dealing with the animal (e.g., fire extinguisher, conducted energy device, oleoresin capsicum (OC) spray, animal control officer). Nothing in this policy shall prohibit any member from shooting a dangerous animal if circumstances reasonably dictate that a contingency plan has failed, becomes impractical, or if the animal reasonably appears to pose an imminent threat to human safety.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

306.7.2 INJURED ANIMALS
A member may euthanize an animal that is so badly injured that human compassion requires its removal from further suffering and where other dispositions are impractical. No use of force form is required. A firearms discharge report is required.

When an animal is destroyed, the Member shall make arrangements for removal of the animal’s remains. Exceptions may be made for expediency, (i.e.: road injured deer).

306.7.3 SUMMONING AID
Generally, shots fired for the purpose of summoning aid are discouraged and may not be discharged unless the member reasonably believes that they appear necessary, effective, and reasonably safe.

306.8 RANGEMASTER DUTIES
The range will be under the exclusive control of the Rangemaster. All members attending will follow the directions of the Rangemaster. The Rangemaster will maintain a roster of all members attending the range and will submit the roster to the Training Coordinator after each range date. Failure of any member to sign in and out with the Rangemaster may result in non-participation or non-qualification.

The range shall remain operational and accessible to office members during hours established by the Office.

The Rangemaster shall be certified in firearms instruction. The Rangemaster has the responsibility of making periodic inspection, at least once a year, of all duty firearms carried by members of this office to verify proper operation. The Rangemaster has the authority to deem unsafe and remove any office-issued or personally owned firearm unfit for service. The member will be responsible for all repairs to the member's personally owned firearm; it will not be returned to service until it has been inspected and approved by the Rangemaster.

The Rangemaster has the responsibility for ensuring each member meets the minimum requirements during training shoots and, on at least a yearly basis, can demonstrate proficiency in the care, cleaning, and safety of all firearms the member is authorized to carry.

The Rangemaster shall complete and submit to the Training Coordinator documentation of the training courses provided. Documentation shall include the qualifications of each instructor who provides the training, a description of the training provided and, on a form that has been approved by the Office, a list of each member who completes the training. The Rangemaster should keep accurate records of all office-approved weapons, ammunition, munitions, training shoots, qualifications, repairs, maintenance, or other records as directed by the Training Coordinator.

306.8.1 PROCEDURE FOR REMOVING UNSAFE WEAPONS
[Insert your specific procedures consistent with standard 1.10.1(f) – see the Guide Sheet for additional guidance.]

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

306.9 FLYING WHILE ARMED

The Transportation Security Administration (TSA) has imposed rules governing law enforcement officers flying armed on commercial aircraft. The following requirements apply to deputies who intend to be armed while flying on a commercial air carrier or flights where screening is conducted (49 CFR 1544.219):

(a) Deputies wishing to fly while armed must be flying in an official capacity, not for vacation or pleasure, and must have a need to have the firearm accessible, as determined by the Office based on the law and published TSA rules.

(b) Deputies must carry their Boone County Sheriff's Office identification card, bearing the deputy's name, a full-face photograph, identification number, the deputy's signature and the signature of the Sheriff or the official seal of the Office and must present this identification to airline officials when requested. The deputy should also carry the standard photo identification needed for passenger screening by airline and TSA officials (e.g., driver's license, passport).

(c) The Boone County Sheriff's Office must submit a National Law Enforcement Telecommunications System (NLETS) message prior to the deputy's travel. If approved, TSA will send the Boone County Sheriff's Office an NLETS message containing a unique alphanumeric identifier. The deputy must present the message on the day of travel to airport personnel as authorization to travel while armed.

(d) An official letter signed by the Sheriff authorizing armed travel may also accompany the deputy. The letter should outline the deputy's need to fly armed, detail his/her itinerary, and include that the deputy has completed the mandatory TSA training for a law enforcement officer flying while armed.

(e) Deputies must have completed the mandated TSA security training covering deputies flying while armed. The training shall be given by the office-appointed instructor.

(f) It is the deputy's responsibility to notify the air carrier in advance of the intended armed travel. This notification should be accomplished by early check-in at the carrier's check-in counter.

(g) Any deputy flying while armed should discreetly contact the flight crew prior to take-off and notify them of his/her assigned seat.

(h) Discretion must be used to avoid alarming passengers or crew by displaying a firearm. The deputy must keep the firearm concealed on his/her person at all times. Firearms are not permitted in carry-on luggage and may not be stored in an overhead compartment.

(i) Deputies should try to resolve any problems associated with flying armed through the flight captain, ground security manager, TSA representative or other management representative of the air carrier.

(j) Deputies shall not consume alcoholic beverages while aboard an aircraft, or within eight hours prior to boarding an aircraft.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

306.10 CARRYING FIREARMS OUT OF STATE

Qualified, active, full-time deputies of this office are authorized to carry a concealed firearm in all other states subject to the following conditions (18 USC § 926B):

(a) The deputy shall carry his/her Boone County Sheriff's Office identification card whenever carrying such firearm.

(b) The deputy may not be the subject of any current disciplinary action.

(c) The deputy may not be under the influence of alcohol or any other intoxicating or hallucinatory drug.

(d) The deputy will remain subject to this and all other office policies (including qualifying and training).

Deputies are cautioned that individual states may enact local regulations that permit private persons or entities to prohibit or restrict the possession of concealed firearms on their property, or that prohibit or restrict the possession of firearms on any state or local government property, installation, building, base or park. Federal authority may not shield a deputy from arrest and prosecution in such locally restricted areas.

Active law enforcement officers from other states are subject to all requirements set forth in 18 USC § 926B.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Vehicle Pursuits

307.1 PURPOSE AND SCOPE

This policy provides guidelines for vehicle pursuits in order to protect the safety of involved deputies, the public and fleeing suspects.

307.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized emergency vehicle or emergency vehicle - Vehicles operated by a police agency, department or office, or the Department of Corrections, that are designated and used as an authorized emergency vehicle in accordance with I.C. § 9-21-20 and properly equipped with red and blue signal lamps and/or a siren, whistle, or bell as required/permitted by I.C. § 9-19.

Blocking or vehicle intercept - A slow-speed coordinated maneuver where two or more pursuing vehicles simultaneously intercept and block the movement of a suspect vehicle, the driver of which may be unaware of the impending enforcement stop. The goal is containment and preventing a pursuit. Blocking is not a moving or stationary roadblock.

Boxing-in - A tactic designed to stop a suspect's vehicle by surrounding it with law enforcement vehicles and then slowing all vehicles to a stop.

Lawful intervention technique or pursuit intervention - An attempt to stop the suspect's ability to continue to flee in a vehicle through tactical application of technology, tire deflation devices, blocking or vehicle intercept, boxing-in, the precision immobilization technique (PIT), ramming, or roadblock procedures (I.C. § 9-21-1-0.5).

Precision immobilization technique (PIT) - A low-speed maneuver designed to cause the suspect vehicle to spin out, stall, and come to a stop.

Primary pursuing deputy – The deputy in the lead sheriff's vehicle during a pursuit.

Ramming - The deliberate act of contacting a suspect's vehicle with another law enforcement vehicle to functionally damage or otherwise force the suspect's vehicle to stop.

Roadblocks - A tactic designed to stop a suspect's vehicle by intentionally placing a law enforcement vehicle or other immovable object in the path of the suspect's vehicle.

Terminate - To discontinue a pursuit or stop chasing fleeing vehicles in compliance with this policy.

Tire deflation device - A device designed to puncture the tires of the pursued vehicle.

Trail - Following the path of the pursuit at a safe speed while obeying all traffic laws and without activating emergency equipment. If the pursuit is at a slow rate of speed, the trailing vehicle will maintain sufficient distance from the pursuit vehicles so as to clearly indicate an absence of participation in the pursuit.

Vehicle pursuit - An event involving one or more law enforcement officers attempting to apprehend a suspect, who is attempting to avoid detention, apprehension, or arrest by an identified

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

law enforcement officer while operating a vehicle by using high-speed driving or other evasive tactics, such as driving off a highway, turning suddenly, or driving in a legal manner but willfully failing to yield to a deputy's emergency signal to stop.

307.2 POLICY

It is the policy of this office to weigh the importance of apprehending suspects who unlawfully flee from law enforcement against the risks associated with vehicle pursuits.

307.3 DEPUTY RESPONSIBILITIES

Vehicle pursuits shall only be conducted by authorized personnel using authorized sheriff's office emergency vehicles that are equipped with and displaying emergency lighting and sirens as required by law (I.C. § 9-13-2-6(1)(B)).

Deputies shall drive with due regard for the safety of all persons and property. However, deputies may, when in pursuit of a suspect and provided there is no unreasonable risk to persons and property (I.C. § 9-21-1-8):

(a) Proceed past a red or stop signal or stop sign but only after slowing down as may be necessary for safe operation.

(b) Exceed the speed limit.

(c) Disregard regulations governing direction of movement or turning in specified directions.

(d) Park or stand in the roadway.

307.3.1 WHEN TO INITIATE A PURSUIT

Deputies are authorized to initiate a pursuit when it is reasonable to believe that a suspect, who has been given an appropriate signal to stop by a law enforcement officer, is attempting to evade arrest or detention by fleeing in a vehicle (I.C. § 35-44.1-3-1).

Factors that shall be considered, both individually and collectively, when deciding to initiate or continue a pursuit include but are not limited to:

(a) The seriousness of the known or reasonably suspected crime and its relationship to community safety.

(b) The importance of protecting the public and balancing the known or reasonably suspected offense and the apparent need for immediate capture against the risks to deputies, innocent motorists, and others.

(c) The safety of the public in the area of the pursuit, including the type of area, time of day, the amount of vehicular and pedestrian traffic (e.g., school zones), and the speed of the pursuit relative to these factors.

(d) The pursuing deputies' familiarity with the area of the pursuit, the quality of radio communications between the pursuing vehicles and communication officer/ supervisor, and the driving capabilities of the pursuing deputies under the conditions of the pursuit.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) The weather, traffic, and road conditions that unreasonably increase the danger of the pursuit when weighed against the risks resulting from the suspect's escape.

(f) Whether the identity of the suspect has been verified and whether there is comparatively minimal risk in allowing the suspect to be apprehended at a later time.

(g) The performance capabilities of the vehicles used in the pursuit in relation to the speed and other conditions of the pursuit.

(h) Emergency lighting and siren limitations on unmarked sheriff's office vehicles that may reduce visibility of the vehicle, such as visor or dash-mounted lights, concealable or temporary emergency lighting equipment, and concealed or obstructed siren positioning.

(i) Vehicle speeds.

(j) Other persons in or on the pursued vehicle (e.g., passengers, co-offenders, hostages).

(k) The availability of other resources, such as air support or vehicle locator or deactivation technology.

(l) Whether the pursuing vehicle is carrying passengers other than on-duty sheriff's deputies. Pursuits should not be undertaken with an arrestee in the pursuit vehicle unless exigent circumstances exist, and then only after the need to apprehend the suspect is weighed against the safety of the arrestee in transport. A vehicle containing more than a single arrestee should not be involved in a pursuit.

307.3.2 WHEN TO TERMINATE A PURSUIT

Pursuits should be terminated whenever the totality of objective circumstances known or which reasonably ought to be known to the deputy or supervisor during the pursuit indicates that the present risks of continuing the pursuit reasonably appear to outweigh the risks resulting from the suspect's escape (I.C. § 9-21-1-8(d)).

When a supervisor directs the pursuit to be terminated, deputies will immediately terminate the pursuit.

The factors listed in this policy on when to initiate a pursuit will apply equally to the decision to terminate a pursuit. Deputies and supervisors must objectively and continuously weigh the seriousness of the offense against the potential danger to innocent motorists, themselves and the public when electing to continue a pursuit.

In addition to the factors that govern when to initiate a pursuit, other factors should be considered in deciding whether to terminate a pursuit, including:

(a) The distance between the pursuing vehicle and the fleeing vehicle is so great that further pursuit would be futile or require the pursuit to continue for an unreasonable time or distance.

(b) The pursued vehicle's location is no longer definitely known.

(c) The pursuing vehicle sustains damage or a mechanical failure that renders it unsafe to drive.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) The pursuing vehicle's emergency lighting equipment or siren becomes partially or completely inoperable (I.C. § 9-21-1-8(c)).

(e) Hazards to uninvolved bystanders or motorists.

(f) The danger that the continued pursuit poses to the public, the deputies, or the suspect, balanced against the risk of allowing the suspect to remain at large.

(g) When the identity of the suspect is known and it does not reasonably appear that the need for immediate capture outweighs the risks associated with continuing the pursuit.

(h) Extended pursuits of violators for misdemeanors not involving violence or weapons (independent of the pursuit) are generally discouraged.

307.3.3 NOTIFICATIONS AFTER TERMINATING A PURSUIT
After the termination of a pursuit, the primary pursuing deputy should make the following notifications:

(a) the Communication Center should be notified:

1. That all emergency equipment (lights and sirens) has been deactivated
2. Of the location where the pursuit was terminated
3. Of the suspect's last known location and direction of travel
4. What actions deputies took to terminate the pursuit (e.g., stationary, turned in the opposite direction)
5. If the pursuit is terminated by a lawful intervention technique
6. If the pursuit results in injury or death

(b) A supervisor should be notified:

1. If the pursuit is ended by a lawful intervention technique
2. If the pursuit resulted in an injury or death

307.3.4 REINSTATING A TERMINATED PURSUIT
A deputy may reinstate a previously terminated vehicle pursuit only if authorized by a supervisor and conducted in accordance with the guidelines for initiating a vehicle pursuit.

307.4 PURSUIT VEHICLES

When involved in a pursuit, unmarked sheriff's office emergency vehicles should be replaced by marked emergency vehicles whenever practicable. If a marked authorized emergency vehicle joins the pursuit, a deputy operating an unmarked emergency vehicle shall relinquish the lead in a pursuit, when safe and feasible to do so, to the marked authorized emergency vehicle.

Vehicle pursuits should be limited to three sheriff's office emergency vehicles (two pursuit vehicles and the supervisor vehicle). However, the number of vehicles involved will vary with the circumstances.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

A deputy or supervisor may request that additional vehicles join a pursuit if, after assessing the factors outlined above, it appears that the number of deputies involved would be insufficient to safely arrest the number of suspects. All other deputies shall stay out of the pursuit but should remain alert to its progress and location. Any deputy who drops out of a pursuit may then, if necessary, proceed to the pursuit termination point at legal speeds, following the appropriate rules of the road.

307.4.1 MOTORCYCLES

When involved in a pursuit, sheriff's office motorcycles should be replaced by marked four-wheel emergency vehicles as soon as practicable.

If a marked authorized emergency vehicle joins the pursuit, a deputy operating a motorcycle shall relinquish the lead in a pursuit, when safe and feasible to do so, to the marked authorized emergency vehicle.

307.4.2 VEHICLES WITHOUT EMERGENCY EQUIPMENT

Deputies operating vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in any pursuit (I.C. § 9-19-5-3; I.C. § 9-19-14-5).

Deputies in such vehicles may provide support to pursuing vehicles as long as the vehicle is operated in compliance with all traffic laws. Those deputies should discontinue such support immediately upon arrival of a sufficient number of authorized emergency sheriff's office vehicles or any air support.

307.4.3 PRIMARY PURSUIT VEHICLE RESPONSIBILITIES

The initial pursuing deputy will be designated as the primary pursuit vehicle and will be responsible for the conduct of the pursuit unless the deputy is unable to remain reasonably close to the suspect's vehicle. The primary responsibility of the deputy initiating the pursuit is the apprehension of the suspect without unreasonable danger to the deputy or others.

The primary pursuing deputy should notify the communication officer, commencing with a request for priority radio traffic, that a vehicle pursuit has been initiated, and as soon as practicable provide information including but not limited to:

(a) The location, direction of travel, and estimated speed of the suspect's vehicle.

(b) The description of the suspect's vehicle including the license plate number, if known.

(c) The reason for the pursuit.

(d) The use of firearms, threat of force, violence, injuries, hostages, or other unusual hazards.

(e) The number of occupants and identity or description.

(f) The weather, road, and traffic conditions.

(g) The need for any additional resources or equipment.

(h) The identity of other law enforcement agencies involved in the pursuit.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Unless relieved by a supervisor or a secondary pursuing deputy, the deputy in the primary pursuit vehicle shall be responsible for broadcasting the progress of the pursuit. Unless circumstances reasonably indicate otherwise, the primary pursuing deputy should relinquish the responsibility of broadcasting the progress of the pursuit to a deputy in a secondary pursuit vehicle or to air support joining the pursuit to minimize distractions and allow the primary pursuing deputy to concentrate foremost on safe pursuit tactics.

307.4.4 SECONDARY PURSUIT VEHICLE RESPONSIBILITIES

The second deputy in the pursuit will be designated as the secondary pursuit vehicle and is responsible for:

(a) Immediately notifying the communication officer of the deputy's entry into the pursuit.

(b) Remaining a safe distance behind the primary pursuit vehicle unless directed to assume the role of primary pursuit vehicle or if the primary pursuit vehicle is unable to continue the pursuit.

(c) Broadcasting information that the primary pursuing deputy is unable to provide.

(d) Broadcasting the progress of the pursuit, updating known or critical information, and providing changes in the pursuit, unless the situation indicates otherwise.

(e) Identifying the need for additional resources or equipment as appropriate.

(f) Serving as backup to the primary pursuing deputy once the suspect has been stopped.

307.5 PURSUIT DRIVING

The decision to use specific driving tactics requires the same assessment of the factors the deputy considered when determining whether to initiate and/or terminate a pursuit. The following are tactics for deputies who are involved in the pursuit:

(a) Deputies, considering their driving skills and vehicle performance capabilities, will space themselves from other involved vehicles such that they are able to see and avoid hazards or react safely to unusual maneuvers by the fleeing vehicle.

(b) Because intersections can present increased risks, the following tactics should be considered:

1. Available deputies not directly involved in the pursuit may proceed safely to controlled intersections ahead of the pursuit in an effort to warn cross traffic.

2. Pursuing deputies should exercise due caution and slow down as may be necessary when proceeding through controlled intersections.

(c) As a general rule, deputies should not pursue a vehicle driving the wrong direction on a roadway, highway or freeway. In the event the pursued vehicle does so, the following tactics should be considered:

1. Request assistance from available air support.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

2. Maintain visual contact with the pursued vehicle by paralleling the vehicle while driving on the correct side of the roadway.
3. Request other deputies to observe exits available to the suspect.

(d) Notify the Indiana State Police or other law enforcement agency if it appears that the pursuit may enter its jurisdiction.

(e) Deputies involved in a pursuit should not attempt to pass other pursuing vehicles unless the situation indicates otherwise or they are requested to do so by the pursuing deputy and with a clear understanding of the maneuver process between the involved deputies.

307.5.1 PURSUIT TRAILING

In the event that initial pursuing deputies relinquish control of the pursuit to another agency, the initial deputies may, with the permission of a supervisor, trail the pursuit to the termination point in order to provide information and assistance for the arrest of the suspect and reporting the incident.

307.5.2 AIR SUPPORT ASSISTANCE

When available, air support assistance should be requested. Once the air support crew has established visual contact with the pursued vehicle, they should assume communication control over the pursuit. The primary and secondary ground pursuit vehicles, or involved supervisor, will maintain operational control but should consider whether the participation of air support warrants their continued close proximity and/or involvement in the pursuit.

The air support crew should coordinate the activities of resources on the ground, report progress of the pursuit, and provide deputies and supervisors with details of upcoming traffic congestion, road hazards or other pertinent information to evaluate whether to continue the pursuit. If deputies on the ground are not within visual contact of the pursued vehicle and the air support crew determines that it is unsafe to continue the pursuit, the air support crew should recommend terminating the pursuit.

307.5.3 DEPUTIES NOT INVOLVED IN THE PURSUIT

Uninvolved deputies are authorized to use emergency equipment at intersections along the pursuit path to clear intersections of vehicular and pedestrian traffic to protect the public. Those deputies should attempt to place their vehicles in locations that provide some safety or an escape route in the event of an unintended collision or if the suspect intentionally tries to ram the sheriff's office vehicle.

Non-pursuing members needed at the pursuit termination point should respond in a non-emergency manner, observing the rules of the road.

The authorized pursuit vehicles should be the only vehicles operating under emergency conditions (emergency lights and siren).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

307.6 SUPERVISORY CONTROL AND RESPONSIBILITIES

Available supervisory and management control will be exercised over all vehicle pursuits involving deputies from this office.

The field supervisor of the deputy initiating the pursuit, or if unavailable, the nearest field supervisor, will be responsible for:

(a) Immediately notifying involved deputies and the communication officer of supervisory presence and ascertaining all reasonably available information to continuously assess the situation and risk factors associated with the pursuit. This is to ensure that the pursuit is conducted within established office guidelines.

(b) Engaging in the pursuit, when appropriate, to provide on-scene supervision.

(c) Exercising management and control of the pursuit even if not engaged in it.

(d) Ensuring that no more than the required law enforcement vehicles are involved in the pursuit under the guidelines set forth in this policy.

(e) Directing that the pursuit be terminated if, in his/her judgment, it is not justified to continue the pursuit under the guidelines of this policy.

(f) Ensuring that assistance from air support, canines or additional resources is requested, if available and appropriate.

(g) Ensuring that the proper radio channel is being used.

(h) Ensuring that the Shift Supervisor is notified of the pursuit, as soon as practicable.

(i) Ensuring the notification and/or coordination of outside agencies if the pursuit either leaves or is likely to leave the jurisdiction of this office.

(j) Controlling and managing Boone County Sheriff's Office deputies when a pursuit enters another jurisdiction.

(k) Preparing a post-pursuit review and documentation of the pursuit as required.

307.6.1 SHIFT SUPERVISOR RESPONSIBILITIES

Upon becoming aware that a pursuit has been initiated, the Shift Supervisor should monitor and continually assess the situation and ensure the pursuit is conducted within the guidelines and requirements of this policy. The Shift Supervisor has the final responsibility for the coordination, control and termination of a vehicle pursuit and shall be in overall command.

The Shift Supervisor shall review all pertinent reports for content and forward them to the Commander.

307.7 THE COMMUNICATION CENTER

If the pursuit is confined within the County limits, radio communications will be conducted on the primary channel unless instructed otherwise by a supervisor or communication officer. If the pursuit leaves the jurisdiction of this office or such is imminent, involved deputies should, whenever

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

available, switch radio communications to a tactical or emergency channel most accessible by participating agencies.

307.7.1 RESPONSIBILITIES

Upon notification or becoming aware that a pursuit has been initiated, the communication officer is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved deputies.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Shift Supervisor as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

307.8 LOSS OF PURSUED VEHICLE

When the pursued vehicle is lost, the involved deputies should broadcast pertinent information to assist other deputies in locating the vehicle. The primary pursuing deputy or supervisor will be responsible for coordinating any further search for either the pursued vehicle or suspects fleeing on foot.

307.9 INTERJURISDICTIONAL CONSIDERATIONS

When a pursuit enters another agency's jurisdiction, the primary pursuing deputy or supervisor, taking into consideration the distance traveled, unfamiliarity with the area and other pertinent facts, should determine whether to request the other agency to assume the pursuit.

Unless entry into another jurisdiction is expected to be brief, it is generally recommended that the primary pursuing deputy or supervisor ensure that notification is provided to each outside jurisdiction into which the pursuit is reasonably expected to enter, regardless of whether the jurisdiction is expected to assist.

307.9.1 ASSUMPTION OF PURSUIT BY ANOTHER AGENCY

Deputies will relinquish control of the pursuit when another agency has assumed the pursuit, unless the continued assistance of the Boone County Sheriff's Office is requested by the agency assuming the pursuit. Upon relinquishing control of the pursuit, the involved deputies may proceed, with supervisory approval, to the termination point of the pursuit to assist in the investigation. The supervisor should coordinate such assistance with the assuming agency and obtain any information that is necessary for any reports.

The roles and responsibilities of deputies at the termination point of a pursuit initiated by this office shall be coordinated with appropriate consideration of the needs of the agency assuming the pursuit.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Notification of a pursuit in progress should not be construed as a request to join the pursuit. Requests to or from another agency to assume a pursuit should be specific. Because of communication limitations between local law enforcement agencies, a request for another agency's assistance will mean that its personnel will assume responsibility for the pursuit. For the same reasons, when a pursuit leaves another jurisdiction and a request for assistance is made to this office, the other agency should relinquish control.

307.9.2 PURSUITS EXTENDING INTO THIS JURISDICTION

The agency that initiates a pursuit shall be responsible for conducting the pursuit. Deputies from this office should not join a pursuit unless specifically requested to do so by the pursuing agency and with approval from a supervisor. The exception to this is when a single vehicle from the initiating agency is in pursuit. Under this circumstance, a deputy from this office may, with supervisor approval, immediately join the pursuit until sufficient vehicles from the initiating agency join the pursuit or until additional information is provided allowing withdrawal from the pursuit.

When a request is made for this office to assist or take over a pursuit that has entered the jurisdiction of the Boone County Sheriff's Office, the supervisor should consider:

(a) The public's safety within this jurisdiction.

(b) The safety of the pursuing deputies.

(c) Whether the circumstances are serious enough to continue the pursuit.

(d) Whether there is adequate staffing to continue the pursuit.

(e) The ability to maintain the pursuit.

As soon as practicable, a supervisor or the Shift Supervisor should review a request for assistance from another agency. The Shift Supervisor or supervisor, after considering the above factors, may decline to assist in or assume the other agency's pursuit.

Assistance to a pursuing agency by deputies of this office will conclude at the County limits, provided that the pursuing agency has sufficient assistance from other sources. Ongoing participation from this office may continue only until sufficient assistance is present.

In the event that the termination point of a pursuit from another agency is within this jurisdiction, deputies shall provide appropriate assistance including, but not limited to, scene control, coordination and completion of supplemental reports and any other assistance requested or needed.

307.10 WHEN PURSUIT INTERVENTION IS AUTHORIZED

Whenever practicable, a deputy shall seek approval from a supervisor before employing any intervention to stop the pursued vehicle. In deciding whether to use intervention tactics, deputies/supervisors should balance the risk of allowing the pursuit to continue with the potential hazards arising from the use of each tactic to the public, the deputies and persons in or on the pursued vehicle. With this in mind, the decision to use any intervention tactic should be reasonable in light of the circumstances apparent to the deputy at the time of the decision.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

307.10.1 USE OF FIREARMS

The use of firearms to disable a pursued vehicle is not generally an effective tactic and involves all the dangers associated with discharging firearms. Deputies shall not utilize firearms during an ongoing pursuit unless the conditions and circumstances meet the requirements authorizing the use of deadly force. Nothing in this section shall be construed to prohibit any deputy from using a firearm to stop a suspect from using a vehicle as a deadly weapon.

307.10.2 INTERVENTION STANDARDS

Any intervention tactic, depending upon the conditions and circumstances under which it is used, may present dangers to the deputies, the public, or anyone in or on the vehicle being pursued. Certain applications of intervention tactics may be construed to be a use of force, including deadly force, and are subject to policies guiding such use. Intervention tactics should only be used by deputies who have received training in the tactic.

Deputies shall consider these facts and requirements prior to deciding how, when, where, and if an intervention tactic should be employed (I.C. § 35-41-3-3(c)):

(a) Blocking or vehicle intercept should only be considered in cases involving felony suspects or impaired drivers who pose a threat to the public's safety, and when deputies reasonably believe that attempting a conventional enforcement stop will likely result in the driver attempting to flee in the vehicle. Blocking or vehicle intercept should only be used after giving consideration to the following:

1. The need to immediately stop the suspect vehicle or prevent it from leaving substantially outweighs the risk of injury or death to occupants of the suspect vehicle, deputies, or others.
2. All other reasonable intervention tactics have failed or reasonably appear ineffective.
3. Employing the blocking or vehicle intercept maneuver does not unreasonably increase the risk of safety to those involved or the public.
4. The suspect vehicle is stopped or traveling at a low speed.
5. Only law enforcement vehicles should be used in this tactic.

(b) Ramming a fleeing vehicle should be done only after other reasonable tactical means at the deputy's disposal have been exhausted or would not be effective, and immediate control is necessary. Ramming should be reserved for situations where there does not appear to be another reasonable alternative method. If there does not reasonably appear to be a present or immediately foreseeable serious threat to the public, the use of ramming is not authorized. When ramming is used as a means to stop a fleeing vehicle, the following factors should be present:

1. The suspect is an actual or suspected felon, who reasonably appears to represent a serious threat to the public if not apprehended.
2. The suspect is driving with willful or wanton disregard for the safety of other persons or is driving in a reckless and life-endangering manner or using the vehicle as a weapon.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Boxing-in a suspect vehicle should only be attempted upon approval by a supervisor. The use of such a tactic must be carefully coordinated with all involved vehicles, taking into consideration the circumstances and conditions apparent at the time, as well as the potential risk of injury to deputies, the public, and occupants of the pursued vehicle. Deputies and supervisors should weigh the potential consequences against the need to immediately stop the vehicle.

(d) Tire deflation devices should be deployed only after consideration of those factors relevant to deciding whether to initiate or continue a pursuit and notification of pursuing deputies and the supervisor of the intent and location of the intended deployment, and in a manner that:

1. Should reasonably only affect the pursued vehicle.
2. Provides the deploying deputy adequate cover and escape from intentional or unintentional exposure to the approaching vehicle.
3. Takes into account the limitations of such devices as well as the potential risk to deputies, the public, and occupants of the pursued vehicle.
4. Takes into account whether the pursued vehicle is a motorcycle, a vehicle transporting hazardous materials, or a school bus transporting children.

(e) Because roadblocks involve a potential for serious injury or death to occupants of the pursued vehicle if the suspect does not stop, the intentional placement of roadblocks in the direct path of a pursued vehicle is generally discouraged and should not be deployed without prior approval of a supervisor. If roadblocks are deployed, it should only be done under extraordinary conditions when all other reasonable intervention tactics have failed or reasonably appear ineffective and the need to immediately stop the pursued vehicle substantially outweighs the risks of injury or death to occupants of the pursued vehicle, deputies, or the public.

(f) The PIT should only be used after giving consideration to the following:

1. Supervisory approval should be obtained before using the technique.
2. The need to immediately stop the suspect vehicle in order to safeguard life or preserve public safety and where it reasonably appears to outweigh the risks of injury or death to occupants of the suspect vehicle, deputies, or the public.
3. It reasonably appears the technique will terminate or prevent the pursuit.
4. Those factors relevant to deciding whether to initiate or continue a pursuit.
5. The technique should be used in accordance with office training guidelines and when so used it is considered a non-deadly use of force.
6. The availability of sufficient back-up deputies when the technique is used to prevent the suspect vehicle from escaping after stopping.

307.11 MEDICAL ASSISTANCE

In the event any person is injured during the course of the pursuit, the involved officer(s) shall immediately provide or make arrangements for providing medical care. The care for human life will exceed the importance of capturing a fleeing suspect in the vast majority of situations. If the

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

pursuit must be continued to prevent additional deaths or injuries, the pursuing officer(s) must make arrangements via radio to provide for the victim’s immediate care.

307.12 CAPTURE OF SUSPECTS

Proper self-discipline and sound professional judgment are the keys to a successful conclusion of a pursuit and apprehension of evading suspects. Deputies shall use only that amount of force that reasonably appears necessary given the facts and circumstances perceived by the deputy at the time of the event to accomplish a legitimate law enforcement purpose.

Unless relieved by a supervisor, the primary pursuing deputy should coordinate efforts to apprehend the suspect following the pursuit. Deputies should consider the safety of the public and the involved deputies when formulating plans for setting up perimeters or for containing and capturing the suspect.

When practicable, deputies other than the primary pursuing deputy should arrest and transport the suspect to jail.

307.12.1 POST-STOP GUIDELINES

At the conclusion of a vehicle pursuit, including after the use of a pursuit intervention tactic, deputies should follow the applicable procedures for conducting a high-risk traffic stop.

307.13 REPORTING REQUIREMENTS

All appropriate reports shall be completed to comply with appropriate laws and policies or procedures.

(a) The primary pursuing deputy shall complete appropriate crime/arrest reports.

(b) The primary pursuing deputy or supervisor shall complete the appropriate pursuit report.

(c) Deputies who deployed tire deflation devices, set up roadblocks, or applied other lawful intervention techniques shall report that information to the primary pursuing deputy for documentation.

(d) After first obtaining the available information, the involved, or if unavailable, on-duty field supervisor shall promptly complete a supervisor's log or interoffice memorandum, briefly summarizing the pursuit to the Sheriff or the authorized designee. This log or memorandum should include, at a minimum:

1. Date and time of the pursuit.
2. Initial reason and circumstances surrounding the pursuit.
3. Length of pursuit in distance and time, including the starting and termination points.
4. Involved vehicles and deputies.
5. Alleged offenses.
6. Whether a suspect was apprehended, as well as the means and methods used.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Any use of force shall be reported and documented in compliance with the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

7. Arrestee information, if applicable.
8. Any injuries and/or medical treatment.
9. Any property or equipment damage.
10. Name of the supervisor at the scene or who handled the incident.
11. A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

(e) After receiving copies of reports, logs, and other pertinent information, the Sheriff or the authorized designee shall conduct or assign the completion of a post-pursuit review, as appropriate.

(f) Annually, the Sheriff should direct a documented review and analysis of office vehicle pursuits to minimally include policy suitability, policy compliance, and training needs.

307.14 REGULAR AND PERIODIC PURSUIT TRAINING

In addition to initial and supplementary training on pursuits, all deputies will participate, no less than annually, in regular and periodic training addressing this policy and the importance of vehicle safety and protecting the public. Training will include recognition of the need to balance the known offense and the need for immediate capture against the risks to deputies and others.

307.14.1 ADDITIONAL TRAINING

The Training Coordinator shall make available annual training on any additional vehicle pursuit procedures, regulations, and rules of the Office, and the uniform statewide minimum standard for vehicle pursuits adopted by the Indiana Law Enforcement Training Board.

307.15 INDIANA MINIMUM STANDARDS FOR VEHICLE PURSUITS

Minimum Standards for Vehicle Pursuits

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Foot Pursuits

308.1 PURPOSE AND SCOPE

This policy provides guidelines to assist deputies in making the decision to initiate or continue the pursuit of suspects on foot.

308.2 POLICY

It is the policy of this office that deputies, when deciding to initiate or continue a foot pursuit, continuously balance the objective of apprehending the suspect with the risk and potential for injury to office members, the public or the suspect.

Deputies are expected to act reasonably, based on the totality of the circumstances.

308.3 DECISION TO PURSUE

The safety of office members and the public should be the primary consideration when determining whether a foot pursuit should be initiated or continued. Deputies must be mindful that immediate apprehension of a suspect is rarely more important than the safety of the public and office members.

Deputies may be justified in initiating a foot pursuit of any individual that the deputy reasonably believes is about to engage in, is engaging in or has engaged in criminal activity. The decision to initiate or continue such a foot pursuit, however, must be continuously re-evaluated in light of the circumstances presented at the time.

Mere flight by a person who is not suspected of criminal activity alone shall not serve as justification for engaging in an extended foot pursuit without the development of reasonable suspicion regarding the individual’s involvement in criminal activity or being wanted by law enforcement.

Deciding to initiate or continue a foot pursuit is a decision that a deputy must make quickly and under unpredictable and dynamic circumstances. It is recognized that foot pursuits may place office members and the public at significant risk. Therefore, no deputy or supervisor shall be criticized or disciplined for deciding not to engage in a foot pursuit because of the perceived risk involved.

If circumstances permit, surveillance and containment are generally the safest tactics for apprehending fleeing persons. In deciding whether to initiate or continue a foot pursuit, a deputy should continuously consider reasonable alternatives to a foot pursuit based upon the circumstances and resources available, such as:

(a) Containment of the area.

(b) Saturation of the area with law enforcement personnel, including assistance from other agencies.

(c) A canine search.

(d) Thermal imaging or other sensing technology.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) Air support.

(f) Apprehension at another time when the identity of the suspect is known or there is information available that would likely allow for later apprehension, and the need to immediately apprehend the suspect does not reasonably appear to outweigh the risk of continuing the foot pursuit.

308.4 GENERAL GUIDELINES

When reasonably practicable, deputies should consider alternatives to engaging in or continuing a foot pursuit when:

(a) Directed by a supervisor to terminate the foot pursuit; such an order shall be considered mandatory.

(b) The deputy is acting alone.

(c) Two or more deputies become separated, lose visual contact with one another or obstacles separate them to the degree that they cannot immediately assist each other should a confrontation take place. In such circumstances, it is generally recommended that a single deputy keep the suspect in sight from a safe distance and coordinate the containment effort.

(d) The deputy is unsure of his/her location and direction of travel.

(e) The deputy is pursuing multiple suspects and it is not reasonable to believe that the deputy would be able to control the suspects should a confrontation occur.

(f) The physical condition of the deputy renders him/her incapable of controlling the suspect if apprehended.

(g) The deputy loses radio contact with the communication officer or with assisting or backup deputies.

(h) The suspect enters a building, structure, confined space, isolated area or dense or difficult terrain, and there are insufficient deputies to provide backup and containment. The primary deputy should consider discontinuing the foot pursuit and coordinating containment pending the arrival of sufficient resources.

(i) The deputy becomes aware of unanticipated or unforeseen circumstances that unreasonably increase the risk to deputies or the public.

(j) The deputy reasonably believes that the danger to the pursuing deputies or public outweighs the objective of immediate apprehension.

(k) The deputy loses possession of his/her firearm or other essential equipment.

(l) The deputy or a third party is injured during the foot pursuit, requiring immediate assistance, and there are no other emergency personnel available to render assistance.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(m) The suspect's location is no longer known.

(n) The identity of the suspect is established or other information exists that will allow for the suspect's apprehension at a later time, and it reasonably appears that there is no immediate threat to office members or the public if the suspect is not immediately apprehended.

(o) The deputy's ability to safely continue the foot pursuit is impaired by inclement weather, darkness or other environmental conditions.

308.5 RESPONSIBILITIES IN FOOT PURSUITS

308.5.1 INITIATING DEPUTY RESPONSIBILITIES

Unless relieved by another deputy or a supervisor, the initiating deputy shall be responsible for coordinating the progress of the pursuit and containment. When acting alone and when practicable, the initiating deputy should not attempt to overtake and confront the suspect but should attempt to keep the suspect in sight until sufficient deputies are present to safely apprehend the suspect.

Early communication of available information from the involved deputies is essential so that adequate resources can be coordinated and deployed to bring a foot pursuit to a safe conclusion. Deputies initiating a foot pursuit should, at a minimum, broadcast the following information as soon as it becomes practicable and available:

(a) Location and direction of travel

(b) Call sign identifier

(c) Reason for the foot pursuit, such as the crime classification

(d) Number of suspects and description, to include name if known

(e) Whether the suspect is known or believed to be armed with a dangerous weapon

Deputies should be mindful that radio transmissions made while running may be difficult to understand and may need to be repeated.

Absent extenuating circumstances, any deputy unable to promptly and effectively broadcast this information should terminate the foot pursuit. If the foot pursuit is discontinued for any reason, immediate efforts for containment should be established and alternatives considered based upon the circumstances and available resources.

When a foot pursuit terminates, the deputy will notify the communication officer of his/her location and the status of the foot pursuit termination (e.g., suspect in custody, lost sight of suspect), and will direct further actions as reasonably appear necessary, to include requesting medical aid as needed for deputies, suspects or members of the public.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

308.5.2 ASSISTING DEPUTY RESPONSIBILITIES

Whenever any deputy announces that he/she is engaged in a foot pursuit, all other deputies should minimize non-essential radio traffic to permit the involved deputies maximum access to the radio frequency.

308.5.3 SUPERVISOR RESPONSIBILITIES

Upon becoming aware of a foot pursuit, the supervisor shall make every reasonable effort to ascertain sufficient information to direct responding resources and to take command, control and coordination of the foot pursuit. The supervisor should respond to the area whenever possible; the supervisor does not, however, need to be physically present to exercise control over the foot pursuit. The supervisor shall continuously assess the situation in order to ensure the foot pursuit is conducted within established office guidelines.

The supervisor shall terminate the foot pursuit when the danger to pursuing deputies or the public appears to unreasonably outweigh the objective of immediate apprehension of the suspect.

Upon apprehension of the suspect, the supervisor shall promptly proceed to the termination point to direct the post-foot pursuit activity.

308.5.4 THE COMMUNICATION CENTER RESPONSIBILITIES

Upon notification or becoming aware that a foot pursuit is in progress, the communication officer is responsible for:

(a) Clearing the radio channel of non-emergency traffic.

(b) Coordinating pursuit communications of the involved deputies.

(c) Broadcasting pursuit updates as well as other pertinent information as necessary.

(d) Ensuring that a field supervisor is notified of the foot pursuit.

(e) Notifying and coordinating with other involved or affected agencies as practicable.

(f) Notifying the Shift Supervisor as soon as practicable.

(g) Assigning an incident number and logging all pursuit activities.

308.6 REPORTING REQUIREMENTS

The initiating deputy shall complete appropriate crime/arrest reports documenting, at a minimum:

(a) Date and time of the foot pursuit.

(b) Initial reason and circumstances surrounding the foot pursuit.

(c) Course and approximate distance of the foot pursuit.

(d) Alleged offenses.

(e) Involved vehicles and deputies.

(f) Whether a suspect was apprehended as well as the means and methods used.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. Any use of force shall be reported and documented in compliance with the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force.

(g) Arrestee information, if applicable.

(h) Any injuries and/or medical treatment.

(i) Any property or equipment damage.

(j) Name of the supervisor at the scene or who handled the incident.

(k) A preliminary determination that the pursuit appears to be in compliance with this policy or that additional review and/or follow-up is warranted.

Assisting deputies taking an active role in the apprehension of the suspect shall complete supplemental reports as necessary or as directed.

In any case in which a suspect is not apprehended and there is insufficient information to support further investigation, a supervisor may authorize that the initiating deputy need not complete a formal report.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Deputy Response to Calls

309.1 PURPOSE AND SCOPE

This policy provides deputies with guidelines for the safe and appropriate vehicular response to emergency and non-emergency incidents or requests for assistance, whether these are dispatched or self-initiated.

309.2 POLICY

It is the policy of this office to appropriately respond to emergency and non-emergency calls for service or requests for assistance, whether these are dispatched or self-initiated.

309.3 RESPONSE TO CALLS

Deputies responding to non-emergency calls shall proceed accordingly, unless they are sent or redirected to a higher priority call, and shall obey all traffic laws.

309.3.1 EMERGENCY CALLS

Deputies responding to an emergency call shall proceed immediately and shall continuously operate the emergency vehicle lighting and siren as required by law (I.C. § 9-21-1-8).

Deputies should only respond to a call as an emergency response when so dispatched or when circumstances reasonably indicate an emergency response is required. This includes, but is not limited to (I.C. § 9-19-14-3):

(a) When in pursuit or apprehending a violator or suspected violator.

(b) When responding to a reported emergency involving possible personal injury, death or significant property damage.

(c) When immediate assistance is requested by a deputy or other law enforcement agency.

If a deputy believes an emergency response to any call is appropriate, the deputy shall immediately notify the communication officer.

Deputies not responding to a call as an emergency response shall observe all traffic laws and proceed without the use of emergency lights and siren.

309.4 REQUESTING EMERGENCY ASSISTANCE

When requesting emergency assistance, the involved office member should reasonably believe there is an imminent threat to the safety of him/herself or another person, or that assistance is needed to prevent imminent serious harm to the public.

If circumstances permit, the requesting member should provide the following information:

- Identifying call sign
- Location of the emergency situation
- Suspect information, including weapons

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Reason for the request and type of emergency
- The number of deputies or resources required
- Hazards and any known or potential dangers for responding deputies

In any event where a situation has stabilized and emergency response is not required, the requesting member shall immediately notify the communication officer.

309.5 SAFETY CONSIDERATIONS

Deputies responding to an emergency call shall proceed immediately as appropriate and shall continuously operate the emergency vehicle lighting and siren as required by law (I.C. § 9-13-2-6(1)(B)).

Responding with emergency lights and siren does not relieve the operator of an emergency vehicle of the duty to continue to drive with due regard for the safety of all persons and property, and does not protect the operator from the consequences of reckless disregard for the safety of others. However the deputy may, when responding to a call with an emergency response, and provided there is no endangerment or unnecessary risk to persons and property (I.C. § 9-21-1-8):

- Proceed past a red or stop signal or stop sign, but only after slowing down as may be necessary for safe operation.
- Exceed the speed limit.
- Disregard regulations governing direction of movement or turning in specified directions.
- Park or stand in the roadway.
- Execute lawful intervention techniques.

309.5.1 NUMBER OF DEPUTIES ASSIGNED

Only the number of deputies that are reasonably necessary should be assigned to respond to an emergency call or request for assistance.

An emergency response involving more than one sheriff's vehicle should be coordinated by the Communication Center to avoid any unanticipated intersecting of response routes. The communication officer shall notify the Shift Supervisor or field supervisor, who will make a determination regarding the appropriateness of the response and reduce or enhance the response as warranted.

309.6 EMERGENCY EQUIPMENT

Vehicles not equipped with emergency lights and siren are prohibited from initiating or joining in an emergency response. Deputies in such vehicles may provide support to pursuing vehicles as long as the vehicles are operated in compliance with all traffic laws. Those deputies should terminate their involvement in any emergency response immediately upon arrival of a sufficient number of emergency law enforcement vehicles (I.C. § 9-19-5-3).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

If the emergency equipment on the vehicle should fail to operate, the deputy must terminate the emergency response and continue accordingly. The deputy shall notify the Shift Supervisor, field supervisor or the communication officer of the equipment failure so that another deputy may be assigned to the emergency response.

309.7 DEPUTY RESPONSIBILITIES

The decision to initiate or continue an emergency response is at the discretion of the deputy. If, in the deputy's judgment, the weather, traffic and road conditions do not permit such a response without unreasonable risk, the deputy may elect to respond to the call without the use of emergency lights and siren at the legal speed limit. In such an event, the deputy should immediately notify the communication officer. A deputy shall also discontinue an emergency response when directed by a supervisor or as otherwise appropriate.

Upon receiving authorization or determining that an emergency response is appropriate, whenever practicable, a deputy shall immediately give the location from which he/she is responding.

The first deputy arriving at the emergency call should determine whether to increase or reduce the level of the response of additional deputies and shall notify the communication officer of his/her determination. Any subsequent change in the appropriate response level should be communicated to the communication officer by the deputy in charge of the scene unless a supervisor assumes this responsibility.

309.8 SUPERVISOR RESPONSIBILITIES

Upon being notified that an emergency response has been initiated or requested, the Shift Supervisor or the field supervisor shall verify that:

(a) The proper response has been initiated.

(b) No more than those deputies reasonably necessary under the circumstances are involved in the response.

(c) Affected outside jurisdictions are being notified as practicable.

The field supervisor shall monitor the response until it has been stabilized or terminated and assert control by directing deputies into or out of the response, if necessary. If, in the supervisor's judgment, the circumstances require additional deputies to be assigned an emergency response, the supervisor may do so.

It is the supervisor's responsibility to terminate an emergency response that, in his/her judgment, is inappropriate due to the circumstances.

When making the decision to authorize an emergency response, the Shift Supervisor or the field supervisor should consider the following:

- The type of call or crime involved
- The type and circumstances of the request
- The necessity of a timely response

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Weather, traffic and road conditions
- The location of the responding deputies and the location of the incident

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Canines

310.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of canines to augment law enforcement services in the community, including but not limited to locating individuals and contraband and apprehending criminal offenders.

310.2 POLICY

It is the policy of the Boone County Sheriff's Office that teams of handlers and canines meet and maintain the appropriate proficiency to effectively and reasonably carry out legitimate law enforcement objectives.

310.3 ASSIGNMENT

The Handler shall be utilized as an area car and his/her responsibilities on patrol will remain the same.

310.4 CANINE COORDINATOR

The canine coordinator shall be appointed by and directly responsible to the Enforcement Commander or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Reviewing all canine use reports to ensure compliance with policy and to identify training issues and other needs of the program.

(b) Maintaining a liaison with the vendor kennel.

(c) Maintaining a liaison with command staff and functional supervisors.

(d) Maintaining a liaison with other agency canine coordinators.

(e) Maintaining accurate records to document canine activities.

(f) Recommending and overseeing the procurement of equipment and services for the teams of handlers and canines.

(g) Scheduling all canine-related activities.

(h) Ensuring the canine teams are scheduled for regular training to maximize their capabilities.

310.5 REQUESTS FOR CANINE TEAMS

Enforcement Division members are encouraged to request the use of a canine. Requests for a canine team from office units outside of the Enforcement Division shall be reviewed by the Shift Supervisor.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

310.5.1 OUTSIDE AGENCY REQUEST

All requests for canine assistance from outside agencies must be approved by the Shift Supervisor and are subject to the following:

(a) Canine teams shall not be used for any assignment that is not consistent with this policy.

(b) The canine handler shall have the authority to decline a request for any specific assignment that he/she deems unsuitable.

(c) Calling out off-duty canine teams is discouraged.

(d) It shall be the responsibility of the canine handler to coordinate operations with agency personnel in order to minimize the risk of unintended injury.

(e) It shall be the responsibility of the canine handler to complete all necessary reports or as directed.

310.5.2 PUBLIC DEMONSTRATION

All public requests for a canine team shall be reviewed and, if appropriate, approved by the canine coordinator prior to making any resource commitment. The canine coordinator is responsible for obtaining resources and coordinating involvement in the demonstration to include proper safety protocols. Canine handlers shall not demonstrate any apprehension work unless authorized to do so by the canine coordinator.

310.6 APPREHENSION GUIDELINES

A canine may be used to locate and apprehend a suspect if the canine handler reasonably believes that the individual has committed, is committing, or is threatening to commit any serious offense and if any of the following conditions exist:

(a) There is a reasonable belief the suspect poses an imminent threat of violence or serious harm to the public, any deputy, or the handler.

(b) The suspect is physically resisting or threatening to resist arrest and the use of a canine reasonably appears to be necessary to overcome such resistance.

(c) The suspect is believed to be concealed in an area where entry by other than the canine would pose a threat to the safety of deputies or the public.

It is recognized that situations may arise that do not fall within the provisions set forth in this policy. Such events require consideration of the totality of the circumstances and the use of an objective reasonableness standard applied to the decision to use a canine.

Absent a reasonable belief that a suspect has committed, is committing, or is threatening to commit a serious offense, mere flight from a pursuing deputy, without any of the above conditions, shall not serve as the basis for the use of a canine to apprehend a suspect.

Use of a canine to locate and apprehend a suspect wanted for a lesser criminal offense than those identified above requires approval from the Shift Supervisor. Absent a change in circumstances that presents an imminent threat to deputies, the canine, or the public, such canine use should

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual.

In all applications, once the suspect has been located and no longer reasonably appears to present a threat or risk of escape, the handler should secure the canine as soon as it becomes reasonably practicable.

If the canine has apprehended the suspect with a secure bite, and the handler believes that the suspect no longer poses a threat, the handler should promptly command the canine to release the suspect.

310.6.1 PREPARATION FOR DEPLOYMENT

Prior to the use of a canine to search for or apprehend any suspect, the canine handler and/or the supervisor on-scene should carefully consider all pertinent information reasonably available at the time. The information should include, but is not limited to:

(a) The nature and seriousness of the suspected offense.

(b) Whether violence or weapons were used or are anticipated.

(c) The degree of resistance or threatened resistance, if any, the suspect has shown.

(d) The suspect's known or perceived age.

(e) The potential for injury to deputies or the public caused by the suspect if the canine is not utilized.

(f) Any potential danger to the public and/or other deputies at the scene if the canine is released.

(g) The potential for the suspect to escape or flee if the canine is not utilized.

As circumstances permit, the canine handler should make every reasonable effort to communicate and coordinate with other involved members to minimize the risk of unintended injury.

It is the canine handler's responsibility to evaluate each situation and determine whether the use of a canine is appropriate and reasonable. The canine handler shall have the authority to decline the use of the canine whenever he/she deems deployment is unsuitable.

A supervisor who is sufficiently apprised of the situation may prohibit deploying the canine.

Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

310.6.2 WARNINGS AND ANNOUNCEMENTS

Unless it would increase the risk of injury or escape, a clearly audible warning announcing that a canine will be used if the suspect does not surrender should be made prior to releasing a canine. The handler should allow a reasonable time for a suspect to surrender and should quiet the canine momentarily to listen for any verbal response to the warning. If feasible, other members should

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

be in a location opposite the warning to verify that the announcement could be heard. If available, warnings given in other languages should be used as necessary.

If a warning is not to be given, the canine handler, when practicable, should first advise the supervisor of his/her decision before releasing the canine. In the event of an apprehension, the handler shall document in any related report how the warning was given and, if none was given, the reasons why.

310.6.3 REPORTING DEPLOYMENTS, BITES, AND INJURIES

Handlers should document canine deployments in a canine use report. Whenever a canine deployment results in a bite or causes injury to an intended suspect, a supervisor should be promptly notified and the injuries documented in the canine use report. The injured person shall be promptly treated by Emergency Medical Services personnel and, if appropriate, transported to an appropriate medical facility for further treatment. The deployment and injuries should also be included in any related incident or arrest report.

Any unintended bite or injury caused by a canine, whether on- or off-duty, shall be promptly reported to the canine coordinator. Unintended bites or injuries caused by a canine should be documented in an administrative report, not in a canine use report.

If an individual alleges an injury, either visible or not visible, a supervisor shall be notified and both the individual's injured and uninjured areas shall be photographed as soon as practicable after first tending to the immediate needs of the injured party. Photographs shall be retained as evidence in accordance with current office evidence procedures. The photographs shall be retained until the criminal proceeding is completed and the time for any related civil proceeding has expired.

310.7 NON-APPREHENSION GUIDELINES

Properly trained canines may be used to track or search for non-criminals (e.g., lost children, individuals who may be disoriented or in need of medical attention). The canine handler is responsible for determining the canine's suitability for such assignments based on the conditions and the particular abilities of the canine. When the canine is deployed in a search or other non-apprehension operation, the following guidelines apply:

(a) Absent a change in circumstances that present an imminent threat to deputies, the canine or the public, such applications should be conducted on-leash or under conditions that minimize the likelihood the canine will bite or otherwise injure the individual, if located.

(b) Unless otherwise directed by a supervisor, assisting members should take direction from the handler in order to minimize interference with the canine.

(c) Throughout the deployment the handler should periodically give verbal assurances that the canine will not bite or hurt the individual and encourage the individual to make him/herself known.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Once the individual has been located, the handler should place the canine in a down-stay or otherwise secure it as soon as reasonably practicable.

310.7.1 ARTICLE DETECTION

A canine trained to find objects or property related to a person or crime may be used to locate or identify articles. A canine search should be conducted in a manner that minimizes the likelihood of unintended bites or injuries.

310.7.2 NARCOTICS DETECTION

A canine trained in narcotics detection may be used in accordance with current law and under certain circumstances, including:

(a) The search of vehicles, buildings, bags and other articles.

(b) Assisting in the search for narcotics during a search warrant service.

(c) Obtaining a search warrant by using the narcotics-detection trained canine in support of probable cause.

A narcotics-detection trained canine will not be used to search a person for narcotics unless the canine is trained to passively indicate the presence of narcotics.

310.7.3 BOMB/EXPLOSIVE DETECTION

Because of the high risk of danger to the public and deputies when a bomb or other explosive device is suspected, the use of a canine team trained in explosive detection may be considered. When available, an explosive-detection canine team may be used in accordance with current law and under certain circumstances, including:

(a) Assisting in the search of a building, structure, area, vehicle or article where an actual or suspected explosive device has been reported or located.

(b) Assisting with searches at transportation facilities and vehicles (e.g., buses, airplanes, trains).

(c) Preventive searches at special events, VIP visits, official buildings and other restricted areas. Searches of individuals should remain minimally intrusive and shall be strictly limited to the purpose of detecting explosives.

(d) Assisting in the search of scenes where an explosion has occurred and an explosive device or secondary explosive device is suspected.

At no time will an explosive-detection trained canine be used to render a suspected device safe or clear.

310.8 HANDLER SELECTION

The minimum qualifications for the assignment of canine handler include:

(a) A deputy who is currently off probation.

(b) A minimum of three years of law enforcement experience.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Residing in an adequate residence.

(d) Agreeing to be assigned to the position for a minimum of five years.

310.9 HANDLER RESPONSIBILITIES

The canine handler shall ultimately be responsible for the health and welfare of the canine and shall ensure that the canine receives proper nutrition, grooming, training, medical care, affection and living conditions.

The canine handler will be responsible for the following:

(a) Except as required during appropriate deployment, the handler shall not expose the canine to any foreseeable and unreasonable risk of harm.

(b) The handler shall maintain all office equipment under his/her control in a clean and serviceable condition.

(c) Handlers shall permit the canine coordinator to conduct spontaneous on-site inspections of affected areas of their homes as well as their canine vehicles, to verify that conditions and equipment conform to this policy.

(d) Any changes in the living status of the handler that may affect the lodging or environment of the canine shall be reported to the canine coordinator as soon as possible.

(e) When off-duty, the canine shall be in a kennel provided by the County at the home of the handler. When a canine is kenneled at the handler’s home, the gate shall be secured with a lock. When off-duty, the canine may be let out of the kennel while under the direct control of the handler.

(f) The canine should be permitted to socialize in the home with the handler’s family for short periods of time and under the direct supervision of the handler.

(g) Under no circumstances will the canine be lodged at another location unless approved by the canine coordinator or Shift Supervisor.

(h) When off-duty, the handler shall not involve the canine in any law enforcement activity or official conduct unless approved in advance by the canine coordinator or Shift Supervisor.

(i) Whenever a canine handler is off-duty for an extended number of days, it may be necessary to temporarily relocate the canine. In those situations, the handler shall give reasonable notice to the canine coordinator so that appropriate arrangements can be made.

(j) The canine is not to accompany the handler during an out-of-county off-duty security detail unless the handler gets permission from the Sheriff or the authorized designee.

(k) While on duty, the canine is to be inside the patrol car, in the dog kennel, or on station if the canine is not involved in training, responding to a call requiring the canine’s services, involved in a public demonstration or at the veterinarian’s office.

(l) The canine is not to accompany the handler on every run taken by the officer (i.e. stolen bicycle report, nonviolent domestic, routine traffic stop).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(m) When not responding to a call requiring the canine's services, the canine is not to accompany the handler inside a place of business such as a restaurant, unless the business owner has specifically requested the presence of the canine in advance for the purpose of display or demonstration.

310.9.1 CANINE IN PUBLIC AREAS

The canine should be kept on a leash when in areas that allow access to the public. Exceptions to this rule would include specific law enforcement operations for which the canine is trained.

(a) A canine shall not be left unattended in any area to which the public may have access.

(b) When the canine vehicle is left unattended, all windows and doors shall be secured in such a manner as to prevent unauthorized access to the canine. The handler shall also ensure that the unattended vehicle remains inhabitable for the canine.

310.10 HANDLER COMPENSATION

The canine handler shall be available for call-out under conditions specified by the canine coordinator.

The canine handler shall be compensated for time spent in the care, feeding, grooming and other needs of the canine in accordance with the Fair Labor Standards Act (FLSA)(29 USC § 207).

310.11 CANINE INJURY AND MEDICAL CARE

In the event that a canine is injured, or there is an indication that the canine is not in good physical condition, the injury or condition will be reported to the canine coordinator or Shift Supervisor as soon as practicable and appropriately documented.

All medical attention shall be rendered by the designated canine veterinarian, except during an emergency where treatment should be obtained from the nearest available veterinarian. All records of medical treatment shall be maintained in the handler's personnel file.

In the event of a canine death, the Sheriff will be notified, a written report will be submitted, and an Official case report will be filed. An autopsy, if requested by the Sheriff, will be performed on the canine by a qualified professional and results will be submitted to the Sheriff.The Office will pay for all veterinarian services and care.

In the event that the Handler becomes involved in a vehicle crash where the Handler becomes incapacitated and is unable to care for the canine, and/or if the canine is injured, Another handler or Animal Control should be contacted to transport the canine to the nearest animal hospital. In addition to notification, another handler is to be called to the scene to assist with the canine anytime a canine becomes involved in a crash regardless of injuries to a handler.

310.12 TRAINING

Before assignment in the field, each canine team shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards. Cross-trained canine teams or those canine teams trained exclusively for the detection of narcotics and/

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

or explosives also shall be trained and certified to meet current nationally recognized standards or other recognized and approved certification standards established for their particular skills.

The canine coordinator shall be responsible for scheduling periodic training for all office members in order to familiarize them with how to conduct themselves in the presence of office canines. Because canines may be exposed to dangerous substances such as opioids, as resources are available, the canine coordinator should also schedule periodic training for the canine handlers about the risks of exposure and treatment for it.

All canine training shall be conducted while on-duty unless otherwise approved by the canine coordinator or Shift Supervisor.

310.12.1 CONTINUED TRAINING

Each canine team shall thereafter be recertified to a current nationally recognized standard or other recognized and approved certification standards on an annual basis. Additional training considerations are as follows:

(a) Canine teams should receive training as defined in the current contract with the Boone County Sheriff's Office canine training provider.

(b) Canine handlers are encouraged to engage in additional training with approval of the canine coordinator.

(c) To ensure that all training is consistent, no handler, trainer or outside vendor is authorized to train to a standard that is not reviewed and approved by the Office.

310.12.2 FAILURE TO SUCCESSFULLY COMPLETE TRAINING

Any canine team failing to graduate or obtain certification shall not be deployed in the field for tasks the team is not certified to perform until graduation or certification is achieved. When reasonably practicable, pending successful certification, the canine handler shall be temporarily reassigned to regular patrol duties.

310.12.3 TRAINING RECORDS

All canine training records shall be maintained in the canine handler’s and the canine’s training file.

310.12.4 TRAINING AIDS

Training aids are required to effectively train and maintain the skills of canines. Deputies possessing, using or transporting controlled substances or explosives for canine training purposes must comply with federal and state requirements. Alternatively, the Boone County Sheriff's Office may work with outside trainers with the applicable licenses or permits.

310.12.5 CONTROLLED SUBSTANCE TRAINING AIDS

Deputies acting in the performance of their official duties may possess or transfer controlled substances for the purpose of narcotics-detection canine training in compliance with state and federal laws (21 USC § 823(g)).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The Sheriff or the authorized designee may authorize a member to seek a court order to allow controlled substances seized by the Boone County Sheriff's Office to be possessed by the member or a narcotics-detection canine trainer who is working under the direction of this office for training purposes, provided the controlled substances are no longer needed as criminal evidence.

As an alternative, the Sheriff or the authorized designee may request narcotics training aids from the Drug Enforcement Administration (DEA).

These procedures are not required if the canine handler uses commercially available synthetic substances that are not controlled narcotics.

310.12.6 CONTROLLED SUBSTANCE PROCEDURES

Due to the responsibilities and liabilities involved with possessing readily usable amounts of controlled substances and the ever-present danger of the canine’s accidental ingestion of these controlled substances, the following procedures shall be strictly followed:

(a) All controlled substance training samples shall be weighed and tested prior to dispensing to the individual canine handler or trainer.

(b) The weight and test results shall be recorded and maintained by this office.

(c) Any person possessing controlled substance training samples pursuant to court order or DEA registration shall maintain custody and control of the controlled substances and shall keep records regarding any loss of, or damage to, those controlled substances.

(d) All controlled substance training samples will be inspected, weighed and tested quarterly. The results of the quarterly testing shall be recorded and maintained by the canine coordinator with a copy forwarded to the dispensing agency.

(e) All controlled substance training samples will be stored in locked, airtight and watertight cases at all times, except during training. The locked cases shall be secured in the trunk of the canine handler’s assigned patrol vehicle during transport and stored in an appropriate locked container. There are no exceptions to this procedure.

(f) The canine coordinator shall periodically inspect every controlled substance training sample for damage or tampering and take any appropriate action.

(g) Any unusable controlled substance training samples shall be returned to the Crime Scene Investigation Division or to the dispensing agency.

(h) All controlled substance training samples shall be returned to the dispensing agency upon the conclusion of the training or upon demand by the dispensing agency.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Domestic or Family Violence

311.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to deter, prevent and reduce domestic or family violence through vigorous enforcement and to address domestic or family violence as a serious crime against society. The policy specifically addresses the commitment of the Boone County Sheriff's Office to take enforcement action when appropriate, to provide assistance to victims and to guide deputies in the investigation of domestic or family violence.

311.1.1 DEFINITIONS

Definitions related to this policy include:

Court order - All forms of orders related to domestic or family violence, that have been issued by a court of this state or another, whether civil or criminal, regardless of whether service has been made.

Domestic or family violence - When a family or household member commits, attempts to commit or conspires to commit any of the offenses specified in I.C. § 35-31.5-2-76 against another family or household member.

311.2 POLICY

The Boone County Sheriff's Office's response to incidents of domestic or family violence and violations of related court orders shall stress enforcement of the law to protect the victim and shall communicate the philosophy that domestic or family violence is criminal behavior. It is also the policy of this office to facilitate victims' and offenders' access to appropriate civil remedies and community resources whenever feasible.

311.3 OFFICER SAFETY

The investigation of domestic or family violence cases often places deputies in emotionally charged and sometimes highly dangerous environments. No provision of this policy is intended to supersede the responsibility of all deputies to exercise due caution and reasonable care in providing for the safety of any deputies and parties involved.

311.4 INVESTIGATIONS

The following guidelines should be followed by deputies when investigating domestic or family violence cases:

(a) Calls of reported, threatened, imminent, or ongoing domestic or family violence and the violation of any court order are of extreme importance and should be considered among the highest response priorities. This includes incomplete 9-1-1 calls.

(b) When practicable, deputies should obtain and document statements from the victim, the suspect, and any witnesses, including children, in or around the household or location of occurrence.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Deputies should list the full name and date of birth (and school if available) of each child who was present in the household at the time of the offense. The names of other children who may not have been in the house at that particular time should also be obtained for follow-up.

(d) When practicable and legally permitted, video or audio record all significant statements and observations.

(e) All injuries should be photographed, regardless of severity, taking care to preserve the victim's personal privacy. Where practicable, photographs should be taken by a person of the same sex. Victims whose injuries are not visible at the time of the incident should be asked to contact the Investigation Division in the event that the injuries later become visible.

(f) Deputies should request that the victim complete and sign an authorization for release of medical records related to the incident when applicable.

(g) If the suspect is no longer at the scene, deputies should make reasonable efforts to locate the suspect to further the investigation, provide the suspect with an opportunity to make a statement, and make an arrest or seek an arrest warrant if appropriate.

(h) Seize any firearms or other dangerous weapons in the home, if appropriate and legally permitted, for safekeeping or as evidence (I.C. § 35-33-1-1.5).

(i) When completing an incident or arrest report for violation of a court order, deputies should include specific information that establishes that the offender has been served, including the date the offender was served, the name of the agency that served the order, and the provision of the order that the subject is alleged to have violated. When reasonably available, the arresting deputy should attach a copy of the order to the incident or arrest report.

(j) Deputies should take appropriate enforcement action when there is probable cause to believe an offense has occurred. Factors that should not be used as sole justification for declining to take enforcement action include:

1. Whether the suspect lives on the premises with the victim.
2. Claims by the suspect that the victim provoked or perpetuated the violence.
3. The potential financial or child custody consequences of arrest.
4. The physical or emotional state of either party.
5. Use of drugs or alcohol by either party.
6. Denial that the violence occurred where evidence indicates otherwise.
7. A request by the victim not to arrest the suspect.
8. Location of the incident (public/private).
9. Speculation that the complainant may not follow through with the prosecution.
10. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or marital status of the victim or suspect.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

11. The social status, community status, or professional position of the victim or suspect.

(k) Calls involving members should be handled consistent with the requirements of this policy and in the same manner as calls that do not involve a member. Deputies responding to a call should notify a supervisor as soon as reasonably practicable. Supervisors should report to the scene, as necessary, and ensure that the Sheriff is notified of the incident.

311.4.1 IF A SUSPECT IS ARRESTED

If a suspect is arrested, deputies should:

(a) Advise the victim that there is no guarantee the suspect will remain in custody.

(b) Provide the victim’s contact information to the jail staff to enable notification of the victim upon the suspect’s release from jail.

(c) Advise the victim whether any type of court order will be in effect when the suspect is released from jail.

311.4.2 IF NO ARREST IS MADE

If no arrest is made, the deputy should:

(a) Advise the parties of any options, including but not limited to:

1. Voluntary separation of the parties.
2. Appropriate resource referrals (e.g., counselors, friends, relatives, shelter homes, victim witness assistance).

(b) Document the resolution in a report.

311.5 VICTIM ASSISTANCE

Because victims may be traumatized or confused, deputies should be aware that a victim’s behavior and actions may be affected.

(a) Victims shall be provided with the office's domestic violence information and the victims' rights information handouts, even if the incident may not rise to the level of a crime (I.C. § 35-33-1-1.5).

(b) Victims should also be alerted to any available victim advocates, shelters and community resources.

(c) When an involved person requests law enforcement assistance while removing essential items of personal property, deputies shall stand by for a reasonable amount of time (I.C. § 35-33-1-1.5).

(d) If the victim has sustained injury or complains of pain, deputies should seek medical assistance for the victim as soon as practicable.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) Deputies should ask the victim whether he/she has a safe place to stay and assist in arranging transportation to an alternate shelter or other designated place of safety if the victim either expresses a concern for his/her safety or if the deputy determines that a need exists (I.C. § 35-33-1-1.5).

(f) Deputies should make reasonable efforts to ensure that any children or dependent adults who are under the supervision of the suspect or victim are being properly cared for.

(g) If appropriate, deputies should seek or assist the victim in obtaining an emergency order.

(h) All reasonable steps to prevent further violence should be taken whether or not listed above (I.C. § 35-33-1-1.5).

311.6 DISPATCH ASSISTANCE

All calls of domestic or family violence, including incomplete 9-1-1 calls, should be dispatched as soon as practicable.

Communications Officers are not required to verify the validity of a court order before responding to a request for assistance. Deputies should request that communication officers check whether any of the involved persons are subject to the terms of a court order.

311.7 FOREIGN COURT ORDERS

Various types of orders may be issued in domestic or family violence cases. Any foreign court order properly issued by a court of another state, Indian tribe or territory shall be enforced by deputies as if it were the order of a court in this state. An order should be considered properly issued when it reasonably appears that the issuing court has jurisdiction over the parties and reasonable notice and opportunity to respond was given to the party against whom the order was issued (18 USC § 2265; I.C. § 34-26-5-17). An otherwise valid out-of-state court order shall be enforced, regardless of whether the order has been properly registered with this state, except for certain mutual protection orders.

A certified copy of an order for protection is not required for enforcement nor is a paper copy if the order is retrievable from a database in a perceivable form. If a foreign court order is not presented, an investigating deputy may consider other information to determine under a totality of the circumstances whether there is probable cause to believe that a valid foreign court order exists (I.C. § 34-26-5-17).

If an investigating deputy determines that an otherwise valid foreign court order cannot be enforced because the subject of the order has not been notified or served with the order, the deputy shall (I.C. § 34-26-5-17):

(a) Inform the subject of the order.

(b) Serve the order on the subject of the order.

(c) Ensure that the order and service of the order are entered into the state depository.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Allow the subject of the order a reasonable opportunity to comply with the order before enforcing the order.

(e) Ensure the safety of the protected person while giving the subject of the order the opportunity to comply with the order.

311.8 VERIFICATION OF COURT ORDERS

Determining the validity of a court order, particularly an order from another jurisdiction, can be challenging. Therefore, in determining whether there is probable cause to make an arrest for a violation of any court order, deputies should carefully review the actual order when available, and, where appropriate and practicable:

(a) Ask the subject of the order about his/her notice or receipt of the order, knowledge of its terms and efforts to respond to the order.

(b) Check available records or databases that may show the status or conditions of the order.

(c) Contact the issuing court to verify the validity of the order.

(d) Contact a law enforcement official from the jurisdiction where the order was issued to verify information.

Deputies should document in an appropriate report their efforts to verify the validity of an order, regardless of whether an arrest is made. Deputies should contact a supervisor for clarification when needed.

311.9 STANDARDS FOR ARRESTS

Deputies investigating a domestic or family violence report should consider the following:

(a) A deputy investigating a crime involving domestic or family violence should make an arrest of a suspect when lawful to do so (unless a supervisor grants an exception) (I.C. § 35-33-1-1.5).

(b) A person arrested for an offense or attempted offense involving the use of force or threatened use of a deadly weapon committed against a current or former spouse, parent, guardian, person with whom the person shared a child in common, or cohabitant shall be kept in custody for at least 24 hours from the time of the arrest even if the person provides bail pursuant to I.C. § 35-33-8-6.5 (I.C. § 35-31.5-2-78).

(c) A deputy may arrest a person for the following offenses upon probable cause even if the offense did not rise to the level of a felony or was not committed in the deputy's presence (I.C. § 35-33-1-1):

1. Domestic battery
2. Interference with reporting of a crime
3. Preventing the reporting of a crime involving domestic or family violence

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

311.10 ORDERS REQUIRED TO BE ENTERED INTO IDACS

The Matron or other person designated by the Sheriff shall serve as the Indiana Data and Communications System (IDACS) coordinator for the Office. The Matron shall ensure a depository of protective orders is appropriately administered pursuant to I.C. § 5-2-9-5 et seq. and that court orders are entered into IDACS pursuant to I.C. § 34-26-5-18 (I.C. § 5-2-9-1.2).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Search and Seizure

312.1 PURPOSE AND SCOPE

Both the federal and state constitutions provide every individual with the right to be free from unreasonable searches and seizures. This policy provides general guidelines for Boone County Sheriff's Office personnel to consider when dealing with search and seizure issues.

312.2 POLICY

It is the policy of the Boone County Sheriff's Office to respect the fundamental privacy rights of individuals. Members of this office will conduct searches in strict observance of the constitutional rights of persons being searched. All seizures by this office will comply with relevant federal and state law governing the seizure of persons and property.

The Office will provide relevant and current training to deputies as guidance for the application of current law, local community standards and prosecutorial considerations regarding specific search and seizure situations, as appropriate.

312.3 SEARCHES AND INVENTORIES

The U.S. Constitution generally provides that a valid warrant is required in order for a search to be valid. There are, however, several exceptions to the rule that permit a warrantless search.

Examples of law enforcement activities that are exceptions to the general warrant requirement include but are not limited to searches pursuant to:

- Valid consent.
- Incident to a lawful arrest.
- Legitimate community caretaking interests.
- Vehicle searches under certain circumstances.
- Exigent circumstances.

Certain other activities are recognized by federal and state courts and by certain statutes as legitimate law enforcement activities that may not require a warrant. Such activities may include seizure and examination of abandoned property and observations of activities and property located on open public areas.

Additional exceptions may include:

- Pat-down weapons searches (i.e., stop and frisk).
- Crime scenes (i.e., protective sweep).
- Inventories of property per the Vehicle Towing Policy and the Custodial Searches Policy.
- Plain view, plain touch, and plain smell searches.
- Open field searches.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Emergency aid.
- Other situations authorized by state and federal criminal procedures.

Because case law regarding search and seizure is constantly changing and subject to interpretation by the courts, each member of this office is expected to act in each situation according to current training and member's familiarity with clearly established rights as determined by case law.

Whenever practicable, deputies are encouraged to contact a supervisor to resolve questions regarding search and seizure issues prior to electing a course of action.

312.4 SEARCH CRITERIA

Although conditions will vary and officer safety and other exigencies must be considered in every search situation, the following guidelines should be followed whenever circumstances permit:

(a) Members of this office will strive to conduct searches with dignity and courtesy.

(b) Deputies should explain to the person being searched the reason for the search and how the search will be conducted.

(c) Searches should be carried out with due regard and respect for private property interests and in a manner that minimizes damage. Property should be left in a condition as close as reasonably possible to its pre-search condition.

(d) In order to minimize the need for forcible entry, an attempt should be made to obtain keys, combinations or access codes when a search of locked property is anticipated.

(e) Whenever practicable, a search should not be conducted by a lone officer. A cover officer should be positioned to ensure safety and should not be involved in the search.

(f) When the person to be searched is of the opposite sex as the searching deputy, a reasonable effort should be made to summon a deputy of the same sex as the subject to conduct the search. When it is not practicable to summon a deputy of the same sex as the subject, the following guidelines should be followed:

1. Another deputy or a supervisor should witness the search.
2. The deputy should not search areas of the body covered by tight-fitting clothing, sheer clothing or clothing that could not reasonably conceal a weapon.

312.5 DOCUMENTATION OF CRITERIA

Deputies are responsible for documenting any search and for ensuring that any required reports are sufficient including, at minimum, documentation of the following:

- Reason for the search
- Any efforts used to minimize the intrusiveness of any search (e.g., asking for consent or keys)
- What, if any, injuries or damage occurred
- All steps taken to secure property

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- The results of the search including a description of any property or contraband seized
- If the person searched is the opposite sex, any efforts to summon a deputy of the same sex as the person being searched and the identification of any witness deputy

Supervisors shall review reports to ensure the reports are accurate, that actions are properly documented and that current legal requirements and office policy have been met.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Child Abuse

313.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of suspected child abuse. This policy also addresses when Boone County Sheriff's Office members are required to notify the Department of Child Services (DCS) of suspected child abuse.

313.1.1 DEFINITIONS

Definitions related to this policy include:

Child - Unless otherwise specified by a cited statute, a child is any person under the age of 18 years.

Child abuse - Any offense or attempted offense involving violence or neglect with a child victim when committed by a person responsible for the child's care or any other act that would mandate notification to a social service agency or law enforcement.

313.2 POLICY

The Boone County Sheriff's Office will investigate all reported incidents of alleged criminal child abuse and ensure DCS is notified as required by law.

313.3 MANDATORY NOTIFICATION

Members of the Boone County Sheriff's Office shall notify DCS when there is reason to believe a child may be the victim of abuse or neglect, whether or not there exists an imminent danger to the child's health or welfare (I.C. § 31-33-5-1; I.C. § 31-33-7-7).

For purposes of notification, child abuse or neglect means a child described in I.C. § 31-34-1-1 through I.C. § 31-34-1-5, regardless of whether the child needs care, treatment, rehabilitation, or the coercive intervention of a court (I.C. § 31-9-2-14).

Members of the Boone County Sheriff's Office shall also notify DCS anytime a suspected child victim of an offense under I.C. § 35-42-3.5-1 through I.C. § 35-42-3.5-1.4 (e.g., human trafficking, sexual trafficking/conduct, forced labor, forced marriage, prostitution), or I.C. § 35-45-4-1 et seq. (e.g., indecent acts, prostitution) is detained and may be a victim of child abuse or neglect (I.C. § 35-42-3.5-4; I.C. § 35-45-4-7).

313.3.1 NOTIFICATION PROCEDURE

Notification should occur as soon as practicable as follows (I.C. § 31-33-5-4):

(a) Members should make an oral report by calling DCS or its child abuse and neglect hotline. Members may also fax or email reports of abuse or neglect to the appropriate child protective services agency.

(b) If the child has died, the member shall also call and forward related reports to the appropriate County Prosecutor (I.C. § 31-33-8-4).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

313.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available for child abuse investigations. These investigators should:

(a) Conduct interviews in child-appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to child abuse investigations.

(c) Present all cases of alleged child abuse to the County Prosecutor for review (I.C. § 31-33-8-10).

(d) Coordinate with other enforcement agencies, social service agencies, and school administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians, and support for the child and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

313.5 INVESTIGATIONS AND REPORTING

Deputies shall conduct an immediate on-site assessment with DCS or the applicable child protective services agency whenever there is reason to believe that an offense has been committed, regardless of whether the deputies believe there is an imminent danger to the child's health (I.C. § 31-33-7-7; I.C. § 31-33-8-2).

In all reported or suspected cases of child abuse, a report will be written. Deputies shall write a report even if the allegations appear unfounded or unsubstantiated (I.C. § 31-33-8-8).

Investigations and reports related to suspected cases of child abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating deputies in all circumstances where a suspected child abuse victim was contacted.

(b) The exigent circumstances that existed if deputies interviewed the child victim without the presence of a parent or guardian.

(c) Any relevant statements the child may have made and to whom he/she made the statements.

(d) If a child was taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(e) Documentation of any visible injuries or any injuries identified by the child. This shall include photographs of such injuries, if practicable.

    1. Color photographs should be taken when possible (I.C. § 31-33-8-3).

(f) Whether the child victim was transported for medical treatment or a medical examination.

(g) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other children who may reside in the residence.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(h) Identification of any prior related reports or allegations of child abuse, including other jurisdictions, as reasonably known.

(i) Previous addresses of the victim and suspect.

(j) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim's environment.

All cases of the unexplained death of a child should be investigated as thoroughly as if it had been a case of suspected child abuse (e.g., a sudden or unexplained death of an infant).

313.6 PROTECTIVE CUSTODY

Before taking any child into protective custody, the deputy should make reasonable attempts to contact DCS. Generally, removal of a child from his/her family, guardian, or other responsible adult should be left to the child welfare authorities when they are present or have become involved in an investigation (I.C. § 31-33-8-8).

Generally, members of this office should remove a child from his/her parent or guardian without a court order only when no other effective alternative is reasonably available and immediate action reasonably appears necessary to protect the child. Prior to taking a child into protective custody, the deputy should take reasonable steps to deliver the child to another qualified parent or legal guardian unless it reasonably appears that the release would endanger the child or result in abduction. If this is not a reasonable option, the deputy shall ensure that the child is delivered to DCS.

Whenever practicable, the deputy should inform a supervisor of the circumstances prior to taking a child into protective custody. If prior notification is not practicable, deputies should contact a supervisor promptly after taking a child into protective custody.

Children may only be removed from a parent or guardian:

(a) Upon a court order or warrant (I.C. § 31-33-8-8; I.C. § 31-21-6-14; I.C. § 31-34-2-1).

(b) When the member has probable cause to believe the child is in need of services and (I.C. § 31-34-2-3):

1. It appears that the child's physical or mental condition will be seriously impaired or seriously endangered if the child is not immediately taken into custody.
2. There is no reasonable opportunity to obtain an order of the court.
3. Consideration for the safety of the child precludes the immediate use of family services to prevent removal of the child.

Appropriate documentation should be completed and forwarded to DCS as soon as practicable whenever a deputy takes a child into custody (I.C. § 31-34-2-6).

313.6.1 SAFE HAVEN LAW

Deputies shall take custody of a child who appears to be not more than 30 days old who is voluntarily left with the deputy by a parent without an expressed intent to return for the child. Whenever practicable and necessary, a deputy who takes custody of a child under such

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

circumstances should take appropriate steps to protect the child's physical health or safety. Any person voluntarily leaving the child is not obligated to disclose the parent's or the person's own name (I.C. § 31-34-2.5-1).

The deputy taking custody of the child shall immediately notify DCS or a licensed child-placing agency to assume the care, control, and custody of the child (I.C. § 31-34-2.5-2).

313.7 INTERVIEWS

313.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, deputies should record the preliminary interview with suspected child abuse victims. Deputies should avoid multiple interviews with a child victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating deputies should defer interviews until a person who is specially trained in such interviews is available. Generally, child victims should not be interviewed in the home or location where the alleged abuse occurred.

313.7.2 DETAINING SUSPECTED CHILD ABUSE VICTIMS FOR AN INTERVIEW

A deputy should not detain a child involuntarily who is suspected of being a victim of child abuse solely for the purpose of an interview or physical exam without the consent of a parent or guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the child need to be addressed immediately.
2. A reasonable belief that the child is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is the custodial parent or guardian and there is reason to believe the child may be in continued danger.

(b) A court order or warrant has been issued.

313.8 MEDICAL EXAMINATIONS

If the child has been the victim of abuse that requires a medical examination, the investigating deputy should obtain consent for such examination from the appropriate parent, guardian, or agency having legal custody of the child. The deputy should also arrange for the child’s transportation to the appropriate medical facility.

In cases where the alleged offender is the custodial parent or guardian and is refusing consent for the medical examination, deputies should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for deputies to take the child for a medical examination, the notified supervisor should consider obtaining a court order for such an examination.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Deputies should request and obtain a copy of all photographs and a summary of X-rays and other medical care provided if available (I.C. § 31-33-10-3).

313.9 DRUG-ENDANGERED CHILDREN

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of children exposed to the manufacturing, trafficking, or use of narcotics (I.C. § 31-34-1-2).

313.9.1 SUPERVISOR RESPONSIBILITIES

The Investigation Division supervisor or designee should:

(a) Work with professionals from the appropriate agencies, including DCS, other law enforcement agencies, medical service providers, and local prosecutors to develop community-specific procedures for responding to situations where there are children endangered by their exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when a deputy notifies the Investigation Division supervisor or designee that the deputy has responded to a drug lab or other narcotics crime scene where a child is present or where evidence indicates that a child lives at the scene.

(c) Develop a report format or checklist for use when deputies respond to drug labs or other narcotics crime scenes. The checklist will help deputies document the environmental, medical, social, and other conditions that may affect the child.

313.9.2 DEPUTY RESPONSIBILITIES

Deputies responding to a drug lab or other narcotics crime scene where a child is present or where there is evidence that a child lives should:

(a) Document the environmental, medical, social and other conditions of the child using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigation Division supervisor or designee so an interagency response can begin.

313.10 STATE MANDATES AND OTHER RELEVANT LAWS

This office shall investigate alleged child abuse or neglect in the same manner that the Office conducts any other criminal investigation (I.C. § 31-33-8-2).

313.10.1 PROCESSING REPORTS AND RECORDS

The office shall release or forward any information, including copies of reports, to DCS and the appropriate juvenile court (I.C. § 31-33-7-7; I.C. § 31-33-8-11).

313.10.2 RELEASE OF REPORTS

Information related to incidents of child abuse or suspected child abuse, or the death of a child, shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (I.C. § 31-33-18-1; I.C. § 31-33-18-2).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

313.10.3 CHILD FATALITY REVIEW TEAMS
This office will cooperate with, and provide documents upon request to, a local or state child death review team (I.C. § 16-49-2-1; I.C. § 16-49-2-4; I.C. § 16-49-3-5; I.C. § 16-49-6-4; I.C. § 16-49-5-2).

313.11 TRAINING

The Office should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include (I.C. § 5-2-8-2):

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

(g) Recognizing abuse that requires mandatory notification to another agency.

313.12 TRAINING

The Office should provide training on best practices in child abuse investigations to members tasked with investigating these cases. The training should include (I.C. § 5-2-8-1):

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting forensic interviews.

(c) Availability of therapy services for children and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to child abuse investigations.

(f) Availability of victim advocate or guardian ad litem support.

(g) Recognizing abuse that requires mandatory notification to another agency.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Adult Abuse

314.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation and reporting of suspected abuse of certain adults who may be more vulnerable than others. This policy also addresses mandatory notification for Boone County Sheriff's Office members as required by law.

314.1.1 DEFINITIONS

Definitions related to this policy include:

Adult abuse - Any offense or attempted offense involving violence or neglect of an adult victim when committed by a person responsible for the adult's care, or any other act that would mandate reporting or notification to a social service agency or law enforcement.

314.2 POLICY

The Boone County Sheriff's Office will investigate all reported incidents of alleged adult abuse and ensure proper reporting and notification as required by law.

314.3 MANDATORY NOTIFICATION

A member of the Boone County Sheriff's Office shall notify Adult Protective Services (APS) when the member reasonably believes a person has been the victim of adult abuse (I.C. § 35-46-1-13(c); I.C. § 12-10-3-9; I.C. § 12-10-3-10(b)).

For purposes of notification, adult abuse includes the battery, neglect, exploitation, or threat thereof, of a person who is 18 years or older and is incapable by reason of mental illness, developmental or intellectual disability, or dementia, or otherwise lacks the capacity to manage his/her property or to provide or direct the provision of self-care (I.C. § 12-10-3-2).

314.3.1 NOTIFICATION PROCEDURE

Notification shall be immediately made to the APS hotline or local APS unit, and should include as much of the following as is known (I.C. § 12-10-3-10):

(a) The name, age and address of the victim

(b) The names and addresses of family members or other persons financially responsible for the victim's care or other individuals who may be able to provide relevant information

(c) The apparent nature and extent of the alleged neglect, battery or exploitation and the victim's physical and mental condition

(d) The name, address and telephone number of any person who reported the alleged abuse to the Office and the basis of the reporter's knowledge

(e) The name and address of the alleged offender

(f) Any other relevant information regarding the circumstances of the endangered adult

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

314.4 QUALIFIED INVESTIGATORS

Qualified investigators should be available to investigate cases of adult abuse. These investigators should:

(a) Conduct interviews in appropriate interview facilities.

(b) Be familiar with forensic interview techniques specific to adult abuse investigations.

(c) Present all cases of alleged adult abuse to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and facility administrators as needed.

(e) Provide referrals to therapy services, victim advocates, guardians and support for the victim and family as appropriate.

(f) Participate in or coordinate with multidisciplinary investigative teams as applicable.

314.5 INVESTIGATIONS AND REPORTING

All reported or suspected cases of adult abuse require investigation and a report, even if the allegations appear unfounded or unsubstantiated.

Investigations and reports related to suspected cases of adult abuse should address, as applicable:

(a) The overall basis for the contact. This should be done by the investigating deputy in all circumstances where a suspected adult abuse victim is contacted.

(b) Any relevant statements the victim may have made and to whom he/she made the statements.

(c) If a person is taken into protective custody, the reasons, the name and title of the person making the decision, and why other alternatives were not appropriate.

(d) Documentation of any visible injuries or any injuries identified by the victim. This should include photographs of such injuries, if practicable.

(e) Whether the victim was transported for medical treatment or a medical examination.

(f) Whether the victim identified a household member as the alleged perpetrator, and a list of the names of any other potential victims or witnesses who may reside in the residence.

(g) Identification of any prior related reports or allegations of abuse, including other jurisdictions, as reasonably known.

(h) Previous addresses of the victim and suspect.

(i) Other potential witnesses who have not yet been interviewed, such as relatives or others close to the victim’s environment.

Any unexplained death of an adult who was in the care of a guardian or caretaker should be considered as potential adult abuse and investigated similarly.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

314.6 PROTECTIVE CUSTODY

Removal of an adult abuse victim from his/her family, guardian or other responsible adult is the responsibility of APS (I.C. § 12-10-3-23; I.C. § 12-10-3-28).

When it appears necessary to protect adult abuse victims by taking the victim into protective custody, members should contact APS and request APS to obtain an emergency protective order.

314.7 INTERVIEWS

314.7.1 PRELIMINARY INTERVIEWS

Absent extenuating circumstances or impracticality, deputies should audio record the preliminary interview with a suspected adult abuse victim. Deputies should avoid multiple interviews with the victim and should attempt to gather only the information necessary to begin an investigation. When practicable, investigating deputies should defer interviews until a person who is specially trained in such interviews is available.

314.7.2 DETAINING VICTIMS FOR INTERVIEWS

A deputy should not detain an adult involuntarily who is suspected of being a victim of abuse solely for the purpose of an interview or physical exam without his/her consent or the consent of a guardian unless one of the following applies:

(a) Exigent circumstances exist, such as:

1. A reasonable belief that medical issues of the adult need to be addressed immediately.
2. A reasonable belief that the adult is or will be in danger of harm if the interview or physical exam is not immediately completed.
3. The alleged offender is a family member or guardian and there is reason to believe the adult may be in continued danger.

(b) A court order or warrant has been issued.

314.8 MEDICAL EXAMINATIONS

When an adult abuse investigation requires a medical examination, the investigating deputy should obtain consent for such examination from the victim, guardian, agency or entity having legal custody of the adult. The deputy should also arrange for the adult’s transportation to the appropriate medical facility.

In cases where the alleged offender is a family member, guardian, agency or entity having legal custody and is refusing to give consent for the medical examination, deputies should notify a supervisor before proceeding. If exigent circumstances do not exist or if state law does not provide for deputies to take the adult for a medical examination, the supervisor should consider other government agencies or services that may obtain a court order for such an examination.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

314.9 DRUG-ENDANGERED VICTIMS

A coordinated response by law enforcement and social services agencies is appropriate to meet the immediate and longer-term medical and safety needs of an adult abuse victim who has been exposed to the manufacturing, trafficking or use of narcotics.

314.9.1 RESPONSIBILITIES

The Investigation Division supervisor or designee should:

(a) Work with professionals from the appropriate agencies, including APS, other law enforcement agencies, medical service providers and local prosecutors to develop community-specific procedures for responding to situations where there are adult abuse victims endangered by exposure to methamphetamine labs or the manufacture and trafficking of other drugs.

(b) Activate any available interagency response when a deputy notifies the Investigation Division supervisor or designee that he/she has responded to a drug lab or other narcotics crime scene where an adult abuse victim is present or where evidence indicates that an adult abuse victim lives at the scene.

(c) Develop a report format or checklist for use when deputies respond to drug labs or other narcotics crime scenes. The checklist will help deputies document the environmental, medical, social and other conditions that may affect the adult.

314.9.2 DEPUTY RESPONSIBILITIES

Deputies responding to a drug lab or other narcotics crime scene where an adult abuse victim is present or where there is evidence that an adult abuse victim lives at the scene should:

(a) Document the environmental, medical, social and other conditions of the adult, using photography as appropriate and the checklist or form developed for this purpose.

(b) Notify the Investigation Division supervisor so an interagency response can begin.

314.10 STATE MANDATES AND OTHER RELEVANT LAWS

Indiana requires or permits the following:

314.10.1 RECORDS BUREAU RESPONSIBILITIES

The Records Section is responsible for:

(a) Providing a copy of the adult abuse report to APS.

(b) Retaining the original adult abuse report with the initial case file.

314.10.2 RELEASE OF REPORTS

Information related to incidents of adult abuse or suspected adult abuse shall be confidential and may only be disclosed pursuant to state law and the Records Maintenance and Release Policy (I.C. § 12-10-3-15).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

314.11 TRAINING

The Office should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include (I.C. § 5-2-8-2):

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

314.12 TRAINING

The Office should provide training on best practices in adult abuse investigations to members tasked with investigating these cases. The training should include (I.C. § 5-2-8-1):

(a) Participating in multidisciplinary investigations, as appropriate.

(b) Conducting interviews.

(c) Availability of therapy services for adults and families.

(d) Availability of specialized forensic medical exams.

(e) Cultural competence (including interpretive services) related to adult abuse investigations.

(f) Availability of victim advocates or other support.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Discriminatory Harassment

315.1 PURPOSE AND SCOPE

The purpose of this policy is to prevent office members from being subjected to discriminatory harassment, including sexual harassment and retaliation. Nothing in this policy is intended to create a legal or employment right or duty that is not created by law.

315.2 POLICY

The Boone County Sheriff's Office is an equal opportunity employer and is committed to creating and maintaining a work environment that is free of all forms of discriminatory harassment, including sexual harassment and retaliation. The Office will not tolerate discrimination against a member in hiring, promotion, discharge, compensation, fringe benefits and other privileges of employment. The Office will take preventive and corrective action to address any behavior that violates this policy or the rights and privileges it is designed to protect.

The nondiscrimination policies of the Office may be more comprehensive than state or federal law. Conduct that violates this policy may not violate state or federal law but still could subject a member to discipline.

315.3 DEFINITIONS

Definitions related to this policy include:

315.3.1 DISCRIMINATION

The Office prohibits all forms of discrimination, including any employment-related action by a member that adversely affects an applicant or member and is based on actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law.

Discriminatory harassment, including sexual harassment, is verbal or physical conduct that demeans or shows hostility or aversion toward an individual based upon that individual’s protected class. It has the effect of interfering with an individual’s work performance or creating a hostile or abusive work environment.

Conduct that may, under certain circumstances, constitute discriminatory harassment can include making derogatory comments; making crude and offensive statements or remarks; making slurs or off-color jokes; stereotyping; engaging in threatening acts; making indecent gestures, pictures, cartoons, posters, or material; making inappropriate physical contact; or using written material or office equipment and/or systems to transmit or receive offensive material, statements, or pictures. Such conduct is contrary to office policy and to a work environment that is free of discrimination.

315.3.2 RETALIATION

Retaliation is treating a person differently or engaging in acts of reprisal or intimidation against the person because the person has engaged in protected activity, filed a charge of discrimination,

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

participated in an investigation, or opposed a discriminatory practice. Retaliation will not be tolerated.

315.3.3 SEXUAL HARASSMENT
The Office prohibits all forms of discrimination and discriminatory harassment, including sexual harassment. It is unlawful to harass an applicant or a member because of that person's sex.

Sexual harassment includes but is not limited to unwelcome sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature when:

(a) Submission to such conduct is made either explicitly or implicitly as a term or condition of employment, position, or compensation.

(b) Submission to, or rejection of, such conduct is used as the basis for any employment decisions affecting the member.

(c) Such conduct has the purpose or effect of substantially interfering with a member's work performance or creating an intimidating, hostile, or offensive work environment.

315.3.4 ADDITIONAL CONSIDERATIONS
Discrimination and discriminatory harassment do not include actions that are in accordance with established rules, principles, or standards, including:

(a) Acts or omission of acts based solely upon bona fide occupational qualifications under the Equal Employment Opportunity Commission and the Indiana Civil Rights Commission guidelines.

(b) Bona fide requests or demands by a supervisor that the member improve the member's work quality or output, that the member report to the job site on time, that the member comply with county or office rules or regulations, or any other appropriate work-related communication between supervisor and member.

315.4 RESPONSIBILITIES
This policy applies to all office members, who shall follow the intent of these guidelines in a manner that reflects office policy, professional standards, and the best interest of the Office and its mission.

Members are encouraged to promptly report any discriminatory, retaliatory, or harassing conduct or known violations of this policy to a supervisor. Any member who is not comfortable with reporting violations of this policy to the member's immediate supervisor may bypass the chain of command and make the report to a higher-ranking supervisor or manager. Complaints may also be filed with the Sheriff, the Matron, or the Boone County Commissioners.

Any member who believes, in good faith, that the member has been discriminated against, harassed, or subjected to retaliation, or who has observed harassment, discrimination, or retaliation, is encouraged to promptly report such conduct in accordance with the procedures set forth in this policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Supervisors and managers receiving information regarding alleged violations of this policy shall determine if there is any basis for the allegation and shall proceed with a resolution as stated below.

315.4.1 QUESTIONS OR CLARIFICATION

Members with questions regarding what constitutes discrimination, sexual harassment, or retaliation are encouraged to contact a supervisor, a manager, the Sheriff, the Matron, or the Boone County Commissioners for further information, direction, or clarification.

315.4.2 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors and managers shall include but are not limited to:

(a) Continually monitoring the work environment and striving to ensure that it is free from all types of unlawful discrimination, including harassment or retaliation.

(b) Taking prompt, appropriate action within their work units to avoid and minimize the incidence of any form of discrimination, harassment, or retaliation.

(c) Ensuring that their subordinates understand their responsibilities under this policy.

(d) Ensuring that members who make complaints or who oppose any unlawful employment practices are protected from retaliation and that such matters are kept confidential to the extent possible.

(e) Making a timely determination regarding the substance of any allegation based upon all available facts.

(f) Notifying the Sheriff or the Matron in writing of the circumstances surrounding any reported allegations or observed acts of discrimination, harassment, or retaliation no later than the next business day.

315.4.3 SUPERVISOR'S ROLE

Supervisors and managers shall be aware of the following:

(a) Behavior of supervisors and managers should represent the values of the Office and professional standards.

(b) False or mistaken accusations of discrimination, harassment, or retaliation can have negative effects on the careers of innocent members.

Nothing in this section shall be construed to prevent supervisors or managers from discharging supervisory or management responsibilities, such as determining duty assignments, evaluating or counseling members, or issuing discipline in a manner that is consistent with established procedures.

315.5 INVESTIGATION OF COMPLAINTS

Various methods of resolution exist. During the pendency of any such investigation, the supervisor of the involved member should take prompt and reasonable steps to mitigate or eliminate any continuing abusive or hostile work environment. It is the policy of the Office that all complaints of

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

discrimination, retaliation, or harassment shall be fully documented, and promptly and thoroughly investigated.

315.5.1 SUPERVISOR RESOLUTION

Members who believe they are experiencing discrimination, harassment, or retaliation should be encouraged to inform the individual that the behavior is unwelcome, offensive, unprofessional, or inappropriate. However, if the member feels uncomfortable or threatened or has difficulty expressing the member's concern, or if this does not resolve the concern, assistance should be sought from a supervisor or manager who is a rank higher than the alleged transgressor.

315.5.2 FORMAL INVESTIGATION

If the complaint cannot be satisfactorily resolved through the supervisory resolution process, a formal investigation will be conducted.

The person assigned to investigate the complaint will have full authority to investigate all aspects of the complaint. Investigative authority includes access to records and the cooperation of any members involved. No influence will be used to suppress any complaint and no member will be subject to retaliation or reprisal for filing a complaint, encouraging others to file a complaint, or for offering testimony or evidence in an investigation.

Formal investigation of the complaint will be confidential to the extent possible and will include but is not limited to details of the specific incident, frequency and dates of occurrences, and names of any witnesses. Witnesses will be advised regarding the prohibition against retaliation, and that a disciplinary process, up to and including termination, may result if retaliation occurs.

Members who believe they have been discriminated against, harassed, or retaliated against because of their protected status are encouraged to follow the chain of command but may also file a complaint directly with the Sheriff, the Matron, or the Boone County Commissioners.

315.5.3 ALTERNATIVE COMPLAINT PROCESS

No provision of this policy shall be construed to prevent any member from seeking legal redress outside the Office. Members who believe that they have been harassed, discriminated against, or retaliated against are entitled to bring complaints of employment discrimination to federal, state, and/or local agencies responsible for investigating such allegations. Specific time limitations apply to the filing of such charges. Members are advised that proceeding with complaints under the provisions of this policy does not in any way affect those filing requirements.

315.6 DOCUMENTATION OF COMPLAINTS

All complaints or allegations shall be thoroughly documented on the appropriate forms and in a manner designated by the Sheriff. The outcome of all reports shall be:

(a) Approved by the Sheriff, the Boone County Commissioners, or the Matron, depending on the ranks of the involved parties.

(b) Maintained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

315.6.1 NOTIFICATION OF DISPOSITION
The complainant and/or victim will be notified in writing of the disposition of the investigation and the actions taken to remedy or address the circumstances giving rise to the complaint.

315.7 TRAINING

All new members shall be provided with a copy of this policy as part of their orientation. The policy shall be reviewed with each new member. The member shall certify by signing the prescribed form that the member has been advised of this policy, is aware of and understands its contents, and agrees to abide by its provisions during the member's term with the Office.

All members shall receive annual training on the requirements of this policy and shall certify by signing the prescribed form that they have reviewed the policy, understand its contents, and agree that they will continue to abide by its provisions.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Missing Persons

316.1 PURPOSE AND SCOPE

This policy provides guidance for handling missing person investigations (I.C. § 5-2-17-1 et seq.).

316.1.1 DEFINITIONS

Definitions related to this policy include:

High risk - A person whose whereabouts are not known and who may be at risk of injury or death. High risk includes but is not limited to a missing person (I.C. § 5-2-17-1):

(a) Who is missing as a result of abduction by a stranger.

(b) Whose disappearance may be the result of the commission of a crime.

(c) Whose disappearance occurred under circumstances that are inherently dangerous.

(d) At risk due to abduction by a noncustodial parent.

(e) Who is mentally impaired.

(f) Under the age of 21.

(g) Who has previously been the victim of a threat or act of violence.

(h) Who has been determined by a law enforcement agency to be at risk for injury or death.

(i) Who is an at-risk veteran or active-duty military member (I.C. § 12-7-2-197.3).

Missing person - Any person who is reported missing to law enforcement when that person's location is unknown.

Missing person networks - Databases or computer networks that are available to law enforcement and are suitable for obtaining information related to missing person investigations. This includes the National Crime Information Center (NCIC), the National Missing and Unidentified Persons System (NamUs), the Indiana Data and Communication System (IDACS), and the Indiana Clearinghouse for Information on Missing Children, Missing Veterans at Risk, and Missing Endangered Adults (I.C. § 10-13-3-35; I.C. § 10-13-5-3).

316.2 POLICY

The Boone County Sheriff's Office does not consider any report of a missing person to be routine and assumes that the missing person is in need of immediate assistance until an investigation reveals otherwise. Priority shall be given to missing person cases over property-related cases. Members will initiate an investigation into all reports of missing persons, regardless of the length of time the person has been missing.

316.3 REQUIRED FORMS AND BIOLOGICAL SAMPLE COLLECTION KITS

The Investigation Division supervisor shall ensure the following forms and kits are developed and available:

- Missing person report form

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Missing person investigation checklist that provides investigation guidelines and resources that could be helpful in the early hours of a missing person investigation

See attachment: INDIANA Missing Persons Report

316.4 ACCEPTANCE OF REPORTS

Any member encountering an individual who wishes to report a missing person or runaway shall render assistance without delay. This can be accomplished by accepting the report via telephone, electronically or in-person and initiating the investigation. Those members who do not take such reports or who are unable to give immediate assistance shall promptly dispatch or alert a member who can take the report (I.C. § 5-2-17-4; I.C. § 5-2-17-5; I.C. § 12-10-18-1; I.C. § 31-36-1-1).

A report shall be accepted in all cases and regardless of where the person was last seen, where the person resides or any question of jurisdiction.

If jurisdiction is in question, the deputy shall advise the individual to also make a report to the law enforcement agency having jurisdiction where the missing person was last seen or, if that place is unknown, where the missing person resides (I.C. § 5-2-17-4).

316.5 INITIAL INVESTIGATION

Deputies or other members conducting the initial investigation of a missing person should take the following investigative actions, as applicable:

(a) Respond to a dispatched call as soon as practicable and begin the investigation (I.C. § 31-36-2-1; I.C. § 12-10-18-4).

(b) Interview the reporting party and any witnesses to determine the description of the person and whether the person qualifies as a missing person and, if so, whether the person may be high risk (I.C. § 5-2-17-6(b)).

1. If the missing person is under 18 years of age, provide the reporting party with the information pamphlet from the Indiana State Police (ISP) about the National Center for Missing and Exploited Children and the National Runaway Safeline (I.C. § 5-2-17-7; I.C. § 10-11-2-34).

(c) Notify a supervisor immediately if there is evidence that a missing person is either high risk or may qualify for a public alert, or both (see the Public Alerts Policy).

(d) Broadcast a radio alert (e.g., internal broadcast, interagency broadcast) if the person is high risk. This shall be immediately broadcast as required by I.C. § 5-2-17-10(d).

(e) Ensure that entries are made into the appropriate missing person networks:

1. Immediately, when the missing person is high risk (I.C. § 5-2-17-10(d)).

2. In all other cases, as soon as practicable, recommended within two hours, but not later than five hours from the time of the initial report (34 USC § 41308; I.C. § 31-36-1-2; I.C. § 5-2-17-10(c)).

(f) Complete the appropriate report forms accurately and completely as required (I.C. § 5-2-17-6; I.C. § 12-10-18-1; I.C. § 12-10-18-2; I.C. § 31-36-1-1; I.C. § 31-36-1-2).

(g) Initiate a search as applicable according to the facts.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(h) Collect and/or review:

1. A photograph and fingerprint card of the missing person, if available.
2. A voluntarily provided biological sample of the missing person, if available (e.g., toothbrush, hairbrush).
3. Any documents that may assist in the investigation, such as court orders regarding custody.
4. Any other evidence that may assist in the investigation, including personal electronic devices (e.g., cell phones, computers).

(i) When circumstances permit and if appropriate, attempt to determine the missing person's location through their telecommunications carrier.

(j) Contact the appropriate agency if the report relates to a missing person report previously made to another agency and that agency is actively investigating the report. When this is not practicable, the information should be documented in an appropriate report for transmission to the appropriate agency. If the information relates to a high-risk missing person, the member should notify a supervisor and proceed with reasonable steps to locate the missing person.

(k) If the missing person qualifies for an AMBER Alert™, a Silver Alert, or a Green Alert, contact the ISP as soon as practical (I.C. § 12-10-18-3).

(l) As necessary, obtain the assistance of the appropriate response team, Child Abduction Response Team (CART) for missing abducted children, or other law enforcement agencies including the ISP (I.C. § 5-2-17-10(a)). Assistance can be obtained by contacting the appropriate agency to activate the response team.

(m) As appropriate, the deputy shall inform other law enforcement agencies of a high-risk missing person (I.C. § 5-2-17-10(b)).

(n) If requested, inform the individual making the report, a family member of the missing person, and any other individual who may be helpful in locating the missing person of the following (I.C. § 5-2-17-7):

1. The general procedure for handling missing person cases.
2. The approach of the case, unless disclosure would adversely affect the investigation.
3. That additional information may be required if the missing person is not promptly located or if additional information is discovered in the course of the investigation.
4. Provide contact information for the NCMEC or the Americas Missing Adults, or other similar organizations and advise that those organizations may provide additional resources.

316.6 REPORT PROCEDURES AND ROUTING

Members should complete all missing person reports and forms promptly and advise the appropriate supervisor as soon as a missing person report is ready for review.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

316.6.1 SUPERVISOR RESPONSIBILITIES

The responsibilities of the supervisor shall include but are not limited to:

(a) Reviewing and approving missing person reports upon receipt.

1. The reports should be promptly sent to the Records Section.

(b) Ensuring resources are deployed as appropriate.

(c) Initiating a command post as needed.

(d) Ensuring applicable notifications and public alerts are made and documented.

(e) Ensuring that records have been entered into the appropriate missing person networks.

(f) Taking reasonable steps to identify and address any jurisdictional issues to ensure cooperation among agencies.

1. If the case falls within the jurisdiction of another agency, the supervisor should facilitate transfer of the case to the agency of jurisdiction.

(g) Assessing new information that may make the person high risk (I.C. § 5-2-17-6(b)).

(h) Making a determination to stop the investigation if the person is not missing or is voluntarily missing (I.C. § 5-2-17-6(c)).

1. If the investigation is cancelled, ensure the investigative steps and results of the investigation are properly documented (I.C. § 5-2-17-6(d)).

2. Ensure that the location of the missing person is not disclosed to others if the missing person requests confidentiality (I.C. § 5-2-17-6(e)).

(i) Determining if a photograph of the missing person should be released to the public (I.C. § 5-2-17-9).

(j) Making a determination regarding the release of information to other agencies, the media and the public (I.C. § 12-10-18-3).

(k) Initiating a search of the area if applicable. Steps to initiate a search may include:

1. Arrange for a search team of office members or volunteers

2. Determine the locations to be searched

3. Establish a search pattern

4. Arrange for other resources as needed (e.g., divers, air support, canines)

316.6.2 RECORDS SECTION RESPONSIBILITIES

The responsibilities of the Records Section receiving member shall include, but are not limited to:

(a) As soon as reasonable under the circumstances, notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person’s residence in cases where the missing person is a resident of another jurisdiction.

(b) Notifying and forwarding a copy of the report to the agency of jurisdiction where the missing person was last seen.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Notifying and forwarding a copy of the report to the agency of jurisdiction for the missing person's intended or possible destination, if known.

(d) Forwarding a copy of the report to the Investigation Division.

(e) Forwarding copies of a missing child report to all agencies as required by I.C. § 31-36-1-3.

(f) Coordinating with the NCIC Terminal Contractor for Indiana to have the missing person record in the NCIC computer networks updated with additional information obtained from missing person investigations (34 USC § 41308).

316.7 INVESTIGATION DIVISION FOLLOW-UP

In addition to completing or continuing any actions listed above, the investigator assigned to a missing person investigation:

(a) Should ensure that the missing person's school, child care center or child home care is notified no later than 15 days after completion of the report if the missing person is a child less than 13 years of age (I.C. § 31-36-1-4).

1. The notice shall be in writing and should also include a photograph.
2. The investigator should meet with school officials as appropriate to stress the importance of including the notice in the child's student file, along with the investigator's contact information, if the school receives a call requesting the transfer of the missing child's files to another school (I.C. § 31-36-1-5).

(b) Should recontact the reporting party and/or other witnesses within 30 days of the initial report and within 30 days thereafter to keep them informed, as appropriate, and to determine if any additional information has become available.

(c) Should consider contacting other agencies involved in the case to determine if any additional information is available.

(d) Shall verify and update IDACS, NCIC and any other applicable missing person networks within 30 days of the original entry into the networks and every 30 days thereafter until the missing person is located (34 USC § 41308).

(e) Should continue to make reasonable efforts to locate the missing person and document these efforts at least every 30 days.

(f) Shall maintain a close liaison with state and local child welfare systems and the National Center for Missing and Exploited Children (NCMEC) if the missing person is under the age of 21 and shall promptly notify NCMEC when the person is missing from a foster care family home or childcare institution (34 USC § 41308).

(g) Should make appropriate inquiry with the Coroner.

(h) Should obtain and forward medical and dental records, photos, X-rays, and biological samples, as applicable (I.C. § 5-2-17-8; I.C. § 31-36-2-3).

(i) Shall attempt to obtain the most recent photograph for persons under 18 years of age if it has not been obtained previously and forward the photograph to and enter the photograph into applicable missing person networks (34 USC § 41308).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(j) Shall update the NCIC's Missing Person File if an arrest warrant is issued for a person who abducted or unlawfully retained a missing child (I.C. § 31-36-2-5).

(k) Shall search the NCIC's Wanted Person File for reports of arrest warrants issued for persons who allegedly abducted or unlawfully retained children and compare these reports to the missing child's NCIC Missing Person File (I.C. § 31-36-2-2).

(l) Shall update the investigation upon the discovery of new information and forward the information to the appropriate agencies and organizations (I.C. § 31-36-2-2).

(m) Shall report as soon as possible relevant information to the FBI's Violent Criminal Apprehension Program (ViCAP) (I.C. § 5-2-17-9).

(n) In the case of a high-risk missing person or a person who has been missing for an extended time, should consult with a supervisor regarding seeking federal assistance from the FBI and the U.S. Marshals Service (28 USC § 566).

316.8 WHEN A MISSING PERSON IS FOUND

When any person reported missing is found, the assigned investigator shall document the location of the missing person in the appropriate report, notify the relatives and/or reporting party, as appropriate, and other involved agencies and refer the case for additional investigation if warranted. When a missing child is found, notification shall be promptly made to all involved agencies, and persons as provided in I.C. § 31-36-2-6.

The Executive Secretary shall ensure that, upon receipt of information that a missing person has been located, the following occurs:

(a) The missing child’s school, child care center or child care home is promptly notified (I.C. § 31-36-2-6).

(b) Entries are made in the applicable missing person networks.

(c) Notification shall be made to any other law enforcement agency that took the initial report or participated in the investigation.

316.8.1 UNIDENTIFIED PERSONS

Members investigating a case of an unidentified person who is deceased or a living person who cannot assist in identifying themself should:

(a) Obtain a complete description of the person.

(b) Enter the unidentified person's description into the NCIC Unidentified Person File and the NamUs database.

(c) Use available resources, such as those related to missing persons, to identify the person.

316.9 CASE CLOSURE

The Investigation Division supervisor may authorize the closure of a missing person case after considering the following:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Closure is appropriate when the missing person is confirmed returned or evidence matches an unidentified person or body.

(b) If the missing person is a resident of Boone County Sheriff's Office or this office is the lead agency, the case should be kept under active investigation for as long as the person may still be alive. Exhaustion of leads in the investigation should not be a reason for closing a case.

(c) If this office is not the lead agency, the case can be made inactive if all investigative leads have been exhausted, the lead agency has been notified and entries are made in the applicable missing person networks, as appropriate.

(d) A missing person case should not be closed or reclassified because the person would have reached a certain age or adulthood or because the person is now the subject of a criminal or civil warrant.

316.10 TRAINING

Subject to available resources, the Training Coordinator should ensure that members of this office whose duties include missing person investigations and reports receive training that includes:

(a) The initial investigation:

1. Assessments and interviews
2. Use of current resources, such as Mobile Audio/Video (MAV)
3. Confirming missing status and custody status of minors
4. Evaluating the need for a heightened response
5. Identifying the zone of safety based on chronological age and developmental stage

(b) Briefing of office members at the scene.

(c) Identifying NCIC Missing Person File categories (e.g., disability, endangered, involuntary, juvenile and catastrophe).

(d) Verifying the accuracy of all descriptive information.

(e) Initiating a neighborhood investigation.

(f) Investigating any relevant recent family dynamics.

(g) Addressing conflicting information.

(h) Key investigative and coordination steps.

(i) Managing a missing person case.

(j) Additional resources and specialized services.

(k) Update procedures for case information and descriptions.

(l) Preserving scenes.

(m) Internet and technology issues (e.g., Internet use, cell phone use).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(n) Media relations.

(o) Understanding and correctly entering medical or dental information into a database (I.C. § 5-2-17-10(c)).

316.11 THE COMMUNICATION CENTER RESPONSIBILITIES

Upon receiving a report of a missing person, the communication officer is responsible for:

(a) Determining the circumstances surrounding the missing person.

(b) Obtaining basic facts, details, and a description of the missing person and abductor, if applicable.

(c) Dispatching a member to begin an initial investigation.

(d) Broadcasting relevant details to other members as applicable.

1. Expand the notification to other jurisdictions as the need arises.

(e) Obtaining other information or making notifications as requested by investigating members.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Public Alerts

317.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for alerting the public to important information and soliciting public aid when appropriate.

317.2 POLICY

Public alerts may be employed using the Emergency Alert System (EAS), local radio, television and press organizations and other groups to notify the public of incidents, or enlist the aid of the public, when the exchange of information may enhance the safety of the community. Various types of alerts may be available based upon each situation and the alert system's individual criteria.

317.3 RESPONSIBILITIES

317.3.1 MEMBER RESPONSIBILITIES

Members of the Boone County Sheriff's Office should notify their supervisors, Shift Supervisor or Investigation Division supervisor as soon as practicable upon learning of a situation where public notification, a warning or enlisting the help of the media and the public could assist in locating a missing person, apprehending a dangerous person or gathering information.

317.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor apprised of the need for a public alert is responsible for making the appropriate notifications based upon the circumstances of each situation. The supervisor shall promptly notify the Sheriff, the appropriate Commander and the Public Information Officer when any public alert is generated.

The supervisor in charge of the investigation to which the alert relates is responsible for:

(a) Updating alerts.

(b) Canceling alerts.

(c) Ensuring all appropriate reports are completed.

(d) Preparing an after-action evaluation of the investigation to be forwarded to the Commander

317.4 AMBER™ ALERTS

AMBER™ Alerts are used to provide a statewide system for the rapid dissemination of information regarding abducted children (I.C. § 10-13-5-1).

317.4.1 CRITERIA

The following criteria are utilized to determine if an AMBER™ Alert should be requested (I.C. § 10-13-5-4):

(a) A deputy has a reasonable belief that an abduction has occurred.

(b) A deputy believes that a child is in imminent danger of serious bodily injury or death.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Enough descriptive information exists about the victim and the abductor for this office to request that the superintendent of the Indiana State Police (ISP) issue an AMBER™ Alert.

(d) The victim of the abduction is a child less than 18 years of age.

(e) The victim is a temporary or permanent resident of the state of Indiana.

317.4.2 PROCEDURE

The following procedures for initiating an AMBER™ Alert are used when a member of the Boone County Sheriff's Office receives a report from a parent or guardian that a child is missing:

(a) The member receiving the information shall notify all on-duty deputies of the existence of a missing child report.

(b) The member receiving the information shall communicate the report to all adjoining and regional law enforcement agencies.

(c) To initiate an alert, contact the Indiana Clearinghouse for Information on Missing Children, Missing Veterans at Risk, and Missing Endangered Adults for alert request forms and applicable procedures for completing those forms.

317.5 BLUE ALERTS

Blue Alerts are used to provide a statewide system for the rapid dissemination of information regarding specific incidents relating to law enforcement officers (I.C. § 10-13-8-1).

317.5.1 CRITERIA

The following criteria are circumstances warranting a Blue Alert (I.C. § 10-13-8-8):

(a) A law enforcement officer has been killed or seriously injured while in the line of duty.

(b) The suspect has not been apprehended and may be a serious threat to the public or other law enforcement personnel.

(c) Sufficient information is available to disseminate to the public that could assist in locating the suspect.

(d) If a law enforcement officer is missing while in the line of duty, sufficient information is available to disseminate to the public that could assist in locating the law enforcement officer.

317.5.2 PROCEDURE

The following is the procedure for initiating a Blue Alert:

(a) Before requesting activation of the Blue Alert system, this office shall verify the criteria for activating the Blue Alert System has been met (I.C. § 10-13-8-8).

(b) To initiate an alert, contact the Indiana Clearinghouse for Information on Missing Children, Missing Veterans at Risk, and Missing Endangered Adults for alert request forms and applicable procedures for completing those forms (I.C. § 10-13-8-10).

(c) A deputy shall, as soon as practicable, notify the superintendent of the ISP upon locating the suspect or the missing law enforcement officer (I.C. § 10-13-8-13).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

317.6 SILVER ALERTS

Silver Alerts are used to provide a statewide system for the rapid dissemination of information regarding a missing endangered adult, missing endangered child, or high-risk missing person (I.C. § 10-13-5-4.6).

317.6.1 CRITERIA

A Silver Alert should be activated when:

(a) A deputy believes that a missing person meets the criteria for being a missing endangered adult, a missing endangered child, or a high-risk missing person (I.C. § 12-7-2-131.3; I.C. § 12-10-18-0.5; I.C. § 12-10-18-3; I.C. § 10-13-5-4.4; I.C. § 5-2-17-1).

317.6.2 PROCEDURE

To initiate an alert, contact the Indiana Clearinghouse for Information on Missing Children, Missing Veterans at Risk, and Missing Endangered Adults for alert request forms and applicable procedures for completing those forms.

317.7 A CHILD IS MISSING PROGRAM - ACIM

317.7.1 FACTORS DETERMINING THE USE OF ACIM

(a) Missing Persons

1. If the officer believes that the missing person meets the guidelines for this program, the deputy shall contact the OIC for approval before contacting ACIM.
2. It is recommended that citizens be called between the hours of 7:00 a.m. and 9:00 p.m. unless extenuating circumstances exist. The program is available twenty four hours a day, seven days a week.

(b) Factors for determining the use of ACIM

1. Juveniles
    (a) The reporting person must be an adult family member, teacher, or another adult who is responsible for the child.
    (b) A first time runaway may be called on at the discretion of the OIC.
    (c) A habitual runaway may be called on if foul play is suspected.
2. Elderly
    (a) The person must be sixty-five years of age or older unless they have early Alzheimer's.
    (b) Being “missing” must be out of character for the person.
    (c) ACIM may be used even if the person is a frequent walkaway from a nursing facility.
3. Disabled
    (a) There is no age stipulation for a disabled person.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Caution must be used when determining whether a person is truly disabled.

(c) For the purpose of this program a disabled person will fall into one of the following categories:

1. The person has a physical or mental impairment that severely limits self-care;
2. The person is disoriented or unable to respond to simple questions regarding personal information such as name and address;
3. The person is dependent upon life sustaining medication
4. The OIC may take into account exigent circumstances that may influence using ACIM such as suspected foul play, imminent severe weather, etc.

317.7.2 USING ACIM

(a) When the decision to use ACIM is made, the investigating officer shall call ACIM from the scene.

(b) The deputy or OIC shall notify the dispatch center that ACIM has been activated.

(c) The Administrative Office and Investigations shall be notified that ACIM has been activated.

(d) Investigating information obtained

1. Information received from citizen reports shall be forwarded to the investigating deputy or OIC for appropriate follow up.
2. If a sighting is confirmed, the OIC may consider contacting ACIM again to notify additional residents in that area. This is particularly important if the sighting location is in a different ZIP code than the original report.

(e) Follow up

1. If the missing person is found, the officer or OIC shall call ACIM.
2. A case report shall be taken and a major crime summary shall be completed and forwarded to the PIO for follow up.
3. If the person is not located during the officer's shift, the information shall be passed onto the next shift's OIC to make him aware that ACIM has been activated.
4. If additional calls are then necessary, ACIM will already have the necessary information and will know which areas have been called.

317.8 GREEN ALERTS

Green Alerts are used to provide a statewide system for the rapid dissemination of information regarding missing at-risk veterans and active-duty military members (I.C. § 10-13-5-3.5; I.C. § 10-13-5-4.5; I.C. § 12-7-2-197.3).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

317.8.1 CRITERIA

The following criteria are utilized to determine if a Green Alert should be activated (I.C. §12-10-18-1; I.C. § 12-10-18-3):

(a) A deputy receives a report that an at-risk veteran or active-duty military member is missing and they meet the criteria for the alert (i.e., they may not be able to return home without assistance).

(b) The deputy reasonably believes that public notification may help in locating the missing person.

317.8.2 PROCEDURE

To initiate an alert, contact the Indiana Clearinghouse for Information on Missing Children, Missing Veterans at Risk, and Missing Endangered Adults for alert request forms and applicable procedures for completing those forms.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Victim and Witness Assistance

318.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that crime victims and witnesses receive appropriate assistance, that they are provided with information from government and private resources, and that the agency meets all related legal mandates.

318.2 POLICY

The Boone County Sheriff's Office is committed to providing guidance and assistance to the victims and witnesses of crime. The members of the Boone County Sheriff's Office will show compassion and understanding for victims and witnesses and will make reasonable efforts to provide the support and information identified in this policy (Ind. Const. Art. 1 § 13(b)).

318.3 CRIME VICTIM LIAISON

The Sheriff may appoint a member of the Office to serve as the crime victim liaison. The crime victim liaison will be the point of contact for individuals requiring further assistance or information from the Boone County Sheriff's Office regarding benefits from crime victim resources. This person shall also be responsible for maintaining compliance with all legal mandates related to crime victims and/or witnesses.

318.3.1 CRIME VICTIM LIAISON DUTIES

The crime victim liaison should take reasonable steps as set forth in I.C. § 11-8-8-23 to notify the victim (or the spouse or immediate family member of a deceased victim) when the office is notified that a lifetime sex or violent offender has changed his/her name, the reason for the name change (if known), and the offender’s new name.

318.4 CRIME VICTIMS

Deputies should provide all victims with the applicable victim information handouts.

Deputies should never guarantee a victim’s safety from future harm but may make practical safety suggestions to victims who express fear of future harm or retaliation. Deputies should never guarantee that a person qualifies as a victim for the purpose of compensation or restitution but may direct him/her to the proper written office material or available victim resources.

Members should inform sexual assault victims of their rights and distribute state Sexual Assault Response Team pamphlets upon initial contact or as soon as practicable thereafter (I.C. § 35-40.5-5-1; I.C. § 35–40.5–7–1). The victim may opt for a relative or close friend to act as a representative to receive the information. Members should obtain a signature from the victim or representative confirming receipt of the state required documents.

318.4.1 VICTIM NOTIFICATION

When a person in the custody of the Boone County Sheriff's Office escapes from custody or the victim makes a notification request regarding the release of a suspect, the office shall notify the victim as soon as practicable (I.C. § 35-40-7-1; I.C. § 35-40-7-3).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

If requested by the victim the Boone County Sheriff's Office shall notify the victim as soon as practicable when the Boone County Sheriff's Office is informed that (I.C. § 35-40-7-2):

(a) A bond hearing is scheduled

(b) The death of the accused individual occurs

(c) The accused individual is placed on a work release program

(d) The accused individual posts bail

318.5 VICTIM INFORMATION

The Administration Commander shall ensure that victim information handouts are available and current. These should include as appropriate:

(a) Shelters and other community resources for victims including domestic violence and sexual assault victims.

(b) Assurance that sexual assault victims will not incur out-of-pocket expenses for forensic medical exams, and information about evidence collection, storage, and preservation in sexual assault cases (34 USC § 10449; 34 USC § 20109).

(c) An advisement that a person who was arrested may be released on bond or some other form of release and that the victim should not rely upon an arrest as a guarantee of safety.

(d) A clear explanation of relevant court orders and how they can be obtained.

(e) Information regarding available compensation for qualifying victims of crime.

(f) VINE® information (Victim Information and Notification Everyday), including the telephone number and whether this free service is available to allow victims to check on an offender’s custody status and to register for automatic notification when a person is released from jail.

(g) Notice regarding U visa and T visa application processes.

(h) Resources available for victims of identity theft.

(i) Sexual assault victim’s rights pamphlets as developed by the state sexual assault response team and related rights and notices regarding sexual assault victims as set forth in I.C. § 35-40.5-5-1 and I.C. § 35-40.5-7-1.

(j) A place for the deputy’s name, badge number, and any applicable case or incident number.

318.6 WITNESSES

Deputies should never guarantee a witness’ safety from future harm or that his/her identity will always remain confidential. Deputies may make practical safety suggestions to witnesses who express fear of future harm or retaliation.

Deputies should investigate allegations of witness intimidation and take enforcement action when lawful and reasonable.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

318.7 WITNESS INFORMATION

The Sheriff or designee shall ensure that witness information handouts are available and current.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Bias Crimes

319.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of this office with guidelines for identifying and investigating incidents and crimes that may be motivated by hatred or other bias.

319.1.1 DEFINITIONS

Definitions related to this policy include:

Bias crime - A crime motivated by prejudice based on actual or perceived race, color, religion, national origin, ethnicity, gender, sexual orientation, gender identity or expression, or disability of the victim. This includes an offense based on actual or perceived creed or because the person or owner or occupant of an affected property was associated with any other recognizable group or affiliation (I.C. § 10-13-3-1).

319.2 POLICY

The Boone County Sheriff's Office recognizes and places a high priority on the rights of all individuals guaranteed under the state and federal constitution and incorporated in state and federal law.

319.3 PREVENTION AND PREPARATION

While it is recognized that not all crime can be prevented, this office is committed to taking a proactive approach to preventing and preparing for likely bias crimes by:

(a) Making an affirmative effort to establish contact with persons and groups within the community who are likely targets of bias crimes, and forming networks that address prevention and response.

(b) Providing victim assistance and community follow-up or identifying available resources.

(c) Educating community and civic groups about bias crime laws.

319.4 INVESTIGATIONS

Whenever any member of this office receives a report of a suspected bias crime or other activity that reasonably appears to involve a potential bias crime, the following should occur:

(a) Assigned deputies should promptly contact the victim, witness or reporting party to investigate the matter further, as circumstances may dictate.

(b) A supervisor should be notified of the circumstances as soon as practicable.

(c) Once the in-progress aspect of any such situation has been stabilized (e.g., treatment of victims or arrest of suspects at the scene), the assigned deputies should take reasonable steps to preserve evidence that establishes a possible bias crime.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Based upon available information, deputies should take appropriate action to mitigate further injury or damage to potential victims or the community.

(e) Depending on the situation, the assigned deputies or supervisor may request assistance from investigators or other resources.

(f) The assigned deputies should interview available witnesses, victims and others to determine what circumstances, if any, indicate that the situation may involve a bias crime.

(g) The assigned deputies should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as required by the Victim and Witness Assistance Policy.

(h) The assigned deputies should include all available evidence indicating the likelihood of a bias crime in the relevant reports. All related reports should be clearly marked “bias Crime” to enable identification for federal hate crime reporting.

(i) The assigned deputies and supervisor should take reasonable steps to ensure that any such situation does not escalate further and should provide information to the victim regarding legal aid (e.g., a Petition for a Temporary Protective Order) through the courts or County Attorney.

319.4.1 INVESTIGATION DIVISION RESPONSIBILITIES

If a bias crime case is assigned to the Investigation Division, the assigned investigator will be responsible for:

(a) Maintaining contact with the victim and other involved individuals, as needed.

(b) Maintaining statistical data and tracking of suspected bias crimes, as indicated or required by state law.

319.4.2 SHERIFF RESPONSIBILITIES

(a) Coordinating further investigation with the County Attorney and other appropriate law enforcement agencies.

319.5 TRAINING

All members of this office should receive training on bias crime recognition and investigation.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Standards of Conduct

320.1 PURPOSE AND SCOPE

This policy establishes standards of conduct that are consistent with the values and mission of the Boone County Sheriff's Office and are expected of all office members. The standards contained in this policy are not intended to be an exhaustive list of requirements and prohibitions but they do identify many of the important matters concerning conduct. In addition to the provisions of this policy, members are subject to all other provisions contained in this manual, as well as any additional guidance on conduct that may be disseminated by this office or a member's supervisors.

320.2 POLICY

The continued employment or appointment of every member of this office shall be based on conduct that reasonably conforms to the guidelines set forth herein. Failure to meet the guidelines set forth in this policy, whether on- or off-duty, may be cause for disciplinary action.

320.3 DIRECTIVES AND ORDERS

Members shall comply with lawful directives and orders from any office supervisor or person in a position of authority, absent a reasonable and bona fide justification.

320.3.1 UNLAWFUL OR CONFLICTING ORDERS

Supervisors shall not knowingly issue orders or directives that, if carried out, would result in a violation of any law or office policy. Supervisors should not issue orders that conflict with any previous order without making reasonable clarification that the new order is intended to countermand the earlier order.

No member is required to obey any order that appears to be in direct conflict with any federal law, state law or local ordinance. Following a known unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or shall confer with a higher authority. The responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.

Unless it would jeopardize the safety of any individual, members who are presented with a lawful order that is in conflict with a previous lawful order, office policy or other directive shall respectfully inform the issuing supervisor of the conflict. The issuing supervisor is responsible for either resolving the conflict or clarifying that the lawful order is intended to countermand the previous lawful order or directive, in which case the member is obliged to comply. Members who are compelled to follow a conflicting lawful order after having given the issuing supervisor the opportunity to correct the conflict will not be held accountable for disobedience of the lawful order or directive that was initially issued.

The person countermanding the original order shall notify, in writing, the person issuing the original order, indicating the action taken and the reason.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

320.3.2 SUPERVISOR RESPONSIBILITIES

Supervisors and managers are required to follow all policies and procedures and may be subject to discipline for:

(a) Failure to be reasonably aware of the performance of their subordinates or to provide appropriate guidance and control.

(b) Failure to promptly and fully report any known misconduct of a member to his/her immediate supervisor or to document such misconduct appropriately or as required by policy.

(c) Directing a subordinate to violate a policy or directive, acquiescing to such a violation, or exhibiting indifference to such a violation.

(d) Exercising unequal or disparate authority toward any member for malicious or other improper purpose.

320.4 GENERAL STANDARDS

Members shall conduct themselves, whether on- or off-duty, in accordance with the United States and Indiana constitutions and all applicable laws, ordinances, and rules enacted or established pursuant to legal authority.

Members shall familiarize themselves with policies and procedures and are responsible for compliance with each. Members should seek clarification and guidance from supervisors in the event of any perceived ambiguity or uncertainty.

Discipline may be initiated for any good cause. It is not mandatory that a specific policy or rule violation be cited to sustain discipline. This policy is not intended to cover every possible type of misconduct.

320.5 CAUSES FOR DISCIPLINE

The following are illustrative of causes for disciplinary action. This list is not intended to cover every possible type of misconduct and does not preclude the recommendation of disciplinary action for violation of other rules, standards, ethics and specific action or inaction that is detrimental to efficient office service.

320.5.1 LAWS, RULES AND ORDERS

(a) Violation of, or ordering or instructing a subordinate to violate, any policy, procedure, rule, order, directive or requirement, or failure to follow instructions, contained in office or County manuals.

(b) Disobedience of any legal directive or order issued by any office member of a higher rank.

(c) Violation of federal, state, local or administrative laws, rules or regulations.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

320.5.2 ETHICS

(a) Using or disclosing one's status as a member of the Boone County Sheriff's Office in any way that could reasonably be perceived as an attempt to gain influence or authority for non-office business or activity.

(b) The wrongful or unlawful exercise of authority on the part of any member for malicious purpose, personal gain, willful deceit or any other improper purpose.

(c) The receipt or acceptance of a reward, fee or gift from any person for service incident to the performance of the member's duties (lawful subpoena fees and authorized work permits excepted).

(d) Acceptance of fees, gifts or money contrary to the rules of this office and/or laws of the state.

(e) Offer or acceptance of a bribe or gratuity.

(f) Misappropriation or misuse of public funds, property, personnel or services.

(g) Any other failure to abide by the standards of ethical conduct.

320.5.3 DISCRIMINATION, OPPRESSION, OR FAVORITISM

Unless required by law or policy, discriminating against, oppressing, or providing favoritism to any person because of actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, economic status, cultural group, veteran status, marital status, and any other classification or status protected by law, or intentionally denying or impeding another in the exercise or enjoyment of any right, privilege, power, or immunity, knowing the conduct is unlawful.

320.5.4 RELATIONSHIPS

(a) Unwelcome solicitation of a personal or sexual relationship while on-duty or through the use of one's official capacity.

(b) Engaging in on-duty sexual activity including, but not limited to, sexual intercourse, excessive displays of public affection or other sexual contact.

(c) Establishing or maintaining an inappropriate personal or financial relationship, as a result of an investigation, with a known victim, witness, suspect or defendant while a case is being investigated or prosecuted, or as a direct result of any official contact.

(d) Associating with or joining a criminal gang, organized crime and/or criminal syndicate when the member knows or reasonably should know of the criminal nature of the organization. This includes any organization involved in a definable criminal activity or enterprise, except as specifically directed and authorized by this office.

(e) Associating on a personal, rather than official, basis with persons who demonstrate recurring involvement in serious violations of state or federal laws after the member knows, or reasonably should know of, such criminal activities, except as specifically directed and authorized by this office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

320.5.5 ATTENDANCE

(a) Leaving the job to which the member is assigned during duty hours without reasonable excuse and proper permission and approval.

(b) Unexcused or unauthorized absence or tardiness.

(c) Excessive absenteeism or abuse of leave privileges.

(d) Failure to report to work or to the place of assignment at the time specified and fully prepared to perform duties without reasonable excuse.

320.5.6 UNAUTHORIZED ACCESS, DISCLOSURE, OR USE

(a) Unauthorized and inappropriate intentional release of confidential or protected information, materials, data, forms, or reports obtained as a result of the member's position with this office.

(b) Disclosing to any unauthorized person any active investigation information.

(c) The use of any information, photograph, video, or other recording obtained or accessed as a result of employment or appointment to this office for personal or financial gain or without the express authorization of the Sheriff or the authorized designee.

(d) Loaning, selling, allowing unauthorized use, giving away, or appropriating any office property for personal use, personal gain, or any other improper or unauthorized use or purpose.

(e) Using office resources in association with any portion of an independent civil action. These resources include but are not limited to personnel, vehicles, equipment, and non-subpoenaed records.

320.5.7 EFFICIENCY

(a) Neglect of duty.

(b) Unsatisfactory work performance including but not limited to failure, incompetence, inefficiency, or delay in performing and/or carrying out proper orders, work assignments, or the instructions of supervisors without a reasonable and bona fide excuse.

(c) Concealing, attempting to conceal, removing, or destroying defective or incompetent work.

(d) Unauthorized sleeping during on-duty time or assignments.

(e) Failure to notify the Office within 24 hours of any change in residence address or contact numbers.

(f) Failure to notify the Matron of changes in relevant personal information (e.g., information associated with benefits determination) in a timely fashion.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

320.5.8 PERFORMANCE

(a) Failure to disclose or misrepresenting material facts, or making any false or misleading statement on any application, examination form, or other official document, report or form, or during the course of any workrelated investigation.

(b) The falsification of any work-related records, making misleading entries or statements with the intent to deceive, or the willful and unauthorized removal, alteration, destruction and/or mutilation of any office record, public record, book, paper or document.

(c) Failure to participate in investigations, or giving false or misleading statements, or misrepresenting or omitting material information to a supervisor or other person in a position of authority, in connection with any investigation or in the reporting of any office-related business.

(d) Being untruthful or knowingly making false, misleading or malicious statements that are reasonably calculated to harm the reputation, authority or official standing of this office or its members.

(e) Disparaging remarks or conduct concerning duly constituted authority to the extent that such conduct disrupts the efficiency of this office or subverts the good order, efficiency and discipline of this office or that would tend to discredit any of its members.

(f) Unlawful gambling or unlawful betting at any time or any place. Legal gambling or betting under any of the following conditions:

1. While on office premises.
2. At any work site, while onduty or while in uniform, or while using any office equipment or system.
3. Gambling activity undertaken as part of a deputy's official duties and with the express knowledge and permission of a direct supervisor is exempt from this prohibition.

(g) Improper political activity including:

1. Unauthorized attendance while onduty at official legislative or political sessions.
2. Solicitations, speeches or distribution of campaign literature for or against any political candidate or position while onduty, on office property or while in any way representing him/herself as a member of this office, except as expressly authorized by County policy, the collective bargaining agreement or the Sheriff.

(h) Engaging in political activities during assigned working hours except as expressly authorized by County policy, the collective bargaining agreement, or the Sheriff.

(i) Any act on- or off-duty that brings discredit to this office.

320.5.9 CONDUCT

(a) Failure of any member to promptly and fully report in writing to a ranking officer activities on his/her part or the part of any other member where such activities resulted in contact with any other law enforcement agency or that may result in criminal prosecution or discipline under this policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. If any officer obtains any information concerning criminal activities of any member of this office, or any police officer, the information shall be reported immediately, in writing, to the Sheriff or the Chief Deputy

(b) Unreasonable and unwarranted force to a person encountered or a person under arrest.

(c) Exceeding lawful peace officer powers by unreasonable, unlawful or excessive conduct.

(d) Unauthorized or unlawful fighting, threatening or attempting to inflict unlawful bodily harm on another.

(e) Engaging in horseplay that reasonably could result in injury or property damage.

(f) Discourteous, disrespectful or discriminatory treatment of any member of the public or any member of this office or the County.

1. Ranking Officers should be addressed with their respective titles or rank at all times

(g) Use of obscene, indecent, profane or derogatory language while on-duty or in uniform.

(h) Criminal, dishonest or disgraceful conduct, whether on- or off-duty, that adversely affects the member’s relationship with this office.

(i) Unauthorized possession of, loss of or damage to office property or the property of others, or endangering it through carelessness or maliciousness.

(j) Attempted or actual theft of office property; misappropriation or misuse of public funds, property, personnel or the services or property of others; unauthorized removal or possession of office property or the property of another person.

(k) Activity that is incompatible with a member’s conditions of employment or appointment as established by law or that violates a provision of any collective bargaining agreement including fraud in securing the appointment or hire.

(l) Initiating any civil action for recovery of any damages or injuries incurred in the course and scope of employment or appointment without first notifying the Sheriff of such action.

(m) Engaging in a strike, or work slowdown for the purposes of inducing, influencing or causing a change in conditions, compensation, rights, privileges or obligations of employment.

(n) Inappropriate use or operation of a vehicle or a piece of heavy equipment that would cause unnecessary damage or need of repair in excess of $250.00

(o) Under color of authority, endorsing, recommending, or facilitating the sale of commercial products or services.This includes but is not limited to the use of tow services, repair firms, attorneys, bail bondsmen, or other technical or professional services. It does not pertain to the endorsement of appropriate governmental services where there is a duty to make such endorsements.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(p) Any other on- or off-duty conduct which any member knows or reasonably should know is unbecoming a member of this office, is contrary to good order, efficiency or morale, or tends to reflect unfavorably upon this office or its members.

320.5.10 SAFETY

(a) Failure to observe or violating office safety standards or safe working practices.

(b) Failure to maintain current licenses or certifications required for the assignment or position (e.g., driver’s license, first aid).

(c) Failure to maintain good physical condition sufficient to adequately and safely perform law enforcement duties.

(d) Unsafe firearm or other dangerous weapon handling. including loading or unloading firearms in an unsafe manner, either on- or off-duty.

(e) Carrying, while on the premises of the work site, any firearm or other lethal weapon that is not authorized by the member’s appointing authority.

(f) Unsafe or improper driving habits or actions in the course of employment or appointment.

(g) Any personal action contributing to a preventable traffic accident.

(h) Concealing or knowingly failing to report any on-the-job or work-related accident or injury as soon as practicable but within 24 hours.

320.5.11 INTOXICANTS

(a) Reporting for work or being at work while intoxicated or when the member’s ability to perform assigned duties is impaired due to the use of alcohol, medication or drugs, whether legal, prescribed or illegal.

(b) Possession or use of alcohol at any work site or while on-duty, except as authorized in the performance of an official assignment. A member who is authorized to consume alcohol is not permitted to do so to such a degree that it may impair on-duty performance.

(c) Unauthorized possession, use of or attempting to bring a controlled substance, illegal drug or non-prescribed medication to any work site.

(d) Operating a department vehicle or reporting for duty with any detectable amount of alcohol in their system or on their breath.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Information Technology Use

321.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the proper use of office information technology resources, including computers, electronic devices, hardware, software and systems.

321.1.1 DEFINITIONS

Definitions related to this policy include:

Computer system - All computers (on-site and portable), electronic devices, hardware, software, and resources owned, leased, rented or licensed by the Boone County Sheriff's Office that are provided for official use by its members. This includes all access to, and use of, Internet Service Providers (ISP) or other service providers provided by or through the Office or office funding.

Hardware - Includes, but is not limited to, computers, computer terminals, network equipment, electronic devices, telephones (including cellular and satellite), pagers, modems or any other tangible computer device generally understood to comprise hardware.

Software - Includes, but is not limited to, all computer programs, systems and applications, including shareware. This does not include files created by the individual user.

Temporary file, permanent file or file - Any electronic document, information or data residing or located, in whole or in part, on the system including, but not limited to, spreadsheets, calendar entries, appointments, tasks, notes, letters, reports, messages, photographs or videos.

321.2 POLICY

It is the policy of the Boone County Sheriff's Office that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Office in a professional manner and in accordance with this policy.

321.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published, shared, transmitted or maintained through file-sharing software or any Internet site that is accessed, transmitted, received or reviewed on any office computer system.

The Office reserves the right to access, audit and disclose, for whatever reason, any message, including attachments, and any information accessed, transmitted, received or reviewed over any technology that is issued or maintained by the Office, including the office email system, computer network and/or any information placed into storage on any office system or device. This includes records of all key strokes or Web-browsing history made at any office computer or over any office network. The fact that access to a database, service or website requires a username or password will not create an expectation of privacy if it is accessed through office computers, electronic devices or networks.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

321.4 RESTRICTED USE

Members shall not access computers, devices, software or systems for which they have not received prior authorization or the required training. Members shall immediately report unauthorized access or use of computers, devices, software or systems by another member to the Shift Supervisor.

Members shall not use another person’s access passwords, logon information and other individual security data, protocols and procedures unless directed to do so by a supervisor.

321.4.1 SOFTWARE

Members shall not copy or duplicate any copyrighted or licensed software except for a single copy for backup purposes, in accordance with the software company’s copyright and license agreement.

To reduce the risk of a computer virus or malicious software, members shall not install any unlicensed or unauthorized software on any office computer. Members shall not install personal copies of any software on any office computer.

When related to criminal investigations, software program files may be downloaded only with the assistance of the information systems technology (IT) staff and with the authorization of the Sheriff or the authorized designee.

No member shall knowingly make, acquire or use unauthorized copies of computer software that is not licensed to the Office while on office premises, computer systems or electronic devices. Such unauthorized use of software exposes the Office and involved members to severe civil and criminal penalties.

Introduction of software by members should only occur as a part of the automated maintenance or update process of office- or County-approved or installed programs by the original manufacturer, producer or developer of the software. Any other introduction of software requires prior authorization from IT staff and a full scan for malicious attachments.

All signs or suspicions of virus contamination shall be immediately reported to the Sheriff's Administrative Office to isolate and control any contamination.

321.4.2 HARDWARE

Access to technology resources provided by or through the Office shall be strictly limited to office-related activities. Data stored on or available through office computer systems shall only be accessed by authorized members who are engaged in an active investigation or assisting in an active investigation, or who otherwise have a legitimate law enforcement or office-related purpose to access such data. Any exceptions to this policy must be approved by a supervisor.

321.4.3 INTERNET USE

Internet access provided by or through the Office shall be strictly limited to office-related activities. Internet sites containing information that is not appropriate or applicable to office use and which shall not be intentionally accessed include, but are not limited to, adult forums, pornography,

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

gambling, chat rooms, social media, online games, and similar or related Internet sites. Certain exceptions may be permitted with the express written or electronic approval of a supervisor as a function of a member's assignment.

Downloaded information from the Internet shall be limited to messages, mail and data files that are law enforcement related.

321.5 PROTECTION OF SYSTEMS AND FILES

All members have a duty to protect the computer system and related systems and devices from physical and environmental damage and are responsible for the correct use, operation, care and maintenance of the computer system.

Members shall ensure office computers and access terminals are not viewable by persons who are not authorized users. Computers and terminals should be secured, users logged off and password protections enabled whenever the user is not present. Access passwords, logon information and other individual security data, protocols and procedures are confidential information and are not to be shared. Password length, format, structure and content shall meet the prescribed standards required by the computer system or as directed by a supervisor and shall be changed at intervals as directed by IT staff or a supervisor.

It is prohibited for a member to allow an unauthorized user to access the computer system at any time or for any reason. Members shall promptly report any unauthorized access to the computer system or suspected intrusion from outside sources (including the Internet) to a supervisor.

It is the responsibility of the end user to make sure that all case related files are saved to the appropriate network share for the task that they are performing.No local workstations/mobile devices are backed up and therefore all files must be stored on the appropriate network drive to support proper backups of all pertinent data.

The Systems Manager will ensure the daily backup of the computer system and conduct a monthly backup tape at the end of each month to be stored at an offsite location.

321.6 INSPECTION AND REVIEW

Upon receiving a written request from the Sheriff or the authorized designee, the IT department has the express authority to inspect or review the computer system, all temporary or permanent files, related electronic systems or devices, any logs derived from the use of the equipment, and any contents thereof, whether such inspection or review is in the ordinary course of his/her supervisory duties or based on cause.

Reasons for inspection or review may include, but are not limited to, computer system malfunctions, problems or general computer system failure, a lawsuit against the Office involving one of its members or a member's duties, an alleged or suspected violation of any office policy, a request for disclosure of data, or a need to perform or provide a service.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The IT staff may extract, download, or otherwise obtain any and all temporary or permanent files residing or located in or on the office computer system when requested by a supervisor or during the course of regular duties that require such information.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Office Use of Social Media

322.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that any use of social media on behalf of the Office is consistent with the office mission.

This policy does not address all aspects of social media use. Specifically, it does not address:

- Personal use of social media by office members (see the Speech, Expression and Social Networking Policy).
- Use of social media in personnel processes (see the Recruitment and Selection Policy).
- Use of social media as part of a criminal investigation, other than disseminating information to the public on behalf of this office (see the Investigation and Prosecution Policy).

322.1.1 DEFINITIONS

Definitions related to this policy include:

Social media - Any of a wide array of Internet-based tools and platforms that allow for the sharing of information, such as the office website or social networking services.

322.2 POLICY

The Boone County Sheriff's Office will use social media as a method of effectively informing the public about office services, issues, investigations, recruitment and other relevant events.

Office members shall ensure that the use or access of social media is done in a manner that protects the constitutional rights of all.

322.3 AUTHORIZED USERS

Only members authorized by the Sheriff or the authorized designee may utilize social media on behalf of the Office. Authorized members shall use only office-approved equipment during the normal course of duties to post and monitor office-related social media, unless they are specifically authorized to do otherwise by their supervisors.

The Sheriff may develop specific guidelines identifying the type of content that may be posted. Any content that does not strictly conform to the guidelines should be approved by a supervisor prior to posting.

Requests to post information over office social media by members who are not authorized to post should be made through the member’s chain of command.

322.4 AUTHORIZED CONTENT

Only content that is appropriate for public release, that supports the office mission and conforms to all office policies regarding the release of information may be posted.

Examples of appropriate content include:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Announcements.

(b) Tips and information related to crime prevention.

(c) Investigative requests for information.

(d) Requests that ask the community to engage in projects that are relevant to the office mission.

(e) Real-time safety information that is related to in-progress crimes, geographical warnings or disaster information.

(f) Traffic information.

(g) Media releases.

(h) Recruitment of personnel.

322.4.1 INCIDENT-SPECIFIC USE

In instances of active incidents where speed, accuracy and frequent updates are paramount (e.g., crime alerts, public safety information, traffic issues), the Public Information Officer or the authorized designee will be responsible for the compilation of information to be released, subject to the approval of the Incident Commander.

322.5 PROHIBITED CONTENT

Content that is prohibited from posting includes, but is not limited to:

(a) Content that is abusive, discriminatory, inflammatory or sexually explicit.

(b) Any information that violates individual rights, including confidentiality and/or privacy rights and those provided under state, federal or local laws.

(c) Any information that could compromise an ongoing investigation.

(d) Any information that could tend to compromise or damage the mission, function, reputation or professionalism of the Boone County Sheriff's Office or its members.

(e) Any information that could compromise the safety and security of office operations, members of the Office, victims, suspects or the public.

(f) Any content posted for personal use.

(g) Any content that has not been properly authorized by this policy or a supervisor.

Any member who becomes aware of content on this Office’s social media site that he/she believes is unauthorized or inappropriate should promptly report such content to a supervisor. The supervisor will ensure its removal from public view and investigate the cause of the entry.

322.6 MONITORING CONTENT

The Sheriff may appoint a supervisor to review, at least annually, the use of office social media and report back on, at a minimum, the resources being used, the effectiveness of the content, any unauthorized or inappropriate content and the resolution of any issues.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

322.7 RETENTION OF RECORDS

The Administration Commander should work with the Custodian of Records to establish a method of ensuring that public records generated in the process of social media use are retained in accordance with established records retention schedules.

322.8 TRAINING

Authorized members should receive training that, at a minimum, addresses legal issues concerning the appropriate use of social media sites, as well as privacy, civil rights, dissemination and retention of information posted on office sites.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Report Preparation

323.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to those members of the Office who complete investigations and reports as a part of their duties.

323.2 POLICY

It is the policy of the Boone County Sheriff's Office that members shall act with promptness and efficiency in the preparation and processing of all reports. Reports shall document sufficient information to refresh the member’s memory and shall provide enough detail for follow-up investigation and successful prosecution.

323.3 EXPEDITIOUS REPORTING

An incomplete report, unorganized reports or reports that are delayed without supervisory approval are not acceptable. Reports shall be processed according to established priorities or to a special priority made necessary under exceptional circumstances.

323.4 REPORT PREPARATION

Reports should be sufficiently detailed for their purpose and free from errors prior to submission and approval. It is the responsibility of the member to complete and submit all reports taken during the shift before going off-duty unless permission to hold the report has been approved by a supervisor.

All reports shall accurately reflect the identity of the persons involved; all pertinent information seen, heard or assimilated by any other sense; and any actions taken. Members shall not suppress, conceal or distort the facts of any reported incident, nor shall any member make a false report orally or in writing. Generally, the reporting member’s opinions should not be included in reports unless specifically identified as such.

323.4.1 HANDWRITTEN OR TYPED REPORTS

County, state and federal agency forms may be block printed unless the requirement for typing is apparent. Supervisors may require block printing or typing of reports of any nature for office consistency.

Handwritten reports must be prepared legibly. If the report is not legible, the submitting member will be required by the reviewing supervisor to promptly make corrections and resubmit the report.

In general, the narrative portion of reports where an arrest is made or when there is a long narrative should be typed or dictated. Members who dictate reports shall use appropriate grammar, as the content is not the responsibility of the typist.

Members who generate reports on computers are subject to all requirements of this policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

323.4.2 ELECTRONIC SIGNATURES

The Boone County Sheriff's Office has established an electronic signature procedure for use by all members of the Boone County Sheriff's Office. The Enforcement Commander shall be responsible for maintaining the electronic signature system, ensuring that each member creates a unique, confidential password for his/her electronic signature and that the use of electronic signatures otherwise complies with the law (I.C. § 26-2-8-101, et. seq.).

(a) Members may only use their electronic signatures for official reports or other official communications.

(b) Each member shall be responsible for the security and use of his/her electronic signature and shall promptly notify a supervisor if the electronic signature has or may have been compromised or misused.

323.5 REQUIRED REPORTING

In all of the following situations, members shall complete reports using the appropriate office-approved forms and reporting methods, unless otherwise approved by a supervisor.

The reporting requirements are not intended to be all-inclusive. A member may complete a report if he/she deems it necessary or as directed by a supervisor.

323.5.1 CRIMINAL ACTIVITY

When a member responds to a call for service, or as a result of self-initiated activity becomes aware of any activity where a crime has occurred, the member shall document the incident regardless of whether a victim desires prosecution.

Activity to be documented in a written report includes:

(a) All arrests.

(b) All felony crimes.

(c) Incidents involving criminal threats, terrorist threats, and stalking.

(d) Situations covered by separate policy. These include:

1. Use of Force Policy.
2. Domestic or Family Violence Policy.
3. Child Abuse Policy.
4. Adult Abuse Policy.
5. Bias Crimes Policy.
6. Suspicious Activity Reporting Policy.
7. LETB Uniform Statewide Policy on Deadly Force.

(e) All misdemeanor crimes where the victim desires a report.

Misdemeanor crimes where the victim does not desire a report shall be documented using the office-approved alternative reporting method (e.g., a dispatch log).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

323.5.2 NON-CRIMINAL ACTIVITY

Non-criminal activity to be documented includes:

(a) Any found property or found evidence.

(b) All protective custody and welfare detentions.

(c) Any time a person is reported missing, regardless of jurisdiction (see the Missing Persons Policy).

(d) Suspicious incidents that may indicate a potential for crimes against children or that a child's safety is in jeopardy.

(e) Suspicious incidents that may place the public or others at risk.

(f) Any use of force by members of this office against any person (see the Use of Force Policy and the LETB Uniform Statewide Policy on Deadly Force).

(g) Any firearm discharge (see the Firearms Policy).

(h) Any time a member points a firearm at any person.

(i) Any traffic accidents above the minimum reporting level (see the Traffic Accidents Policy).

(j) Whenever the member believes the circumstances should be documented or at the direction of a supervisor.

323.5.3 MISCELLANEOUS INJURIES

Any injury that is reported to this office shall require a report when:

(a) The injury is a result of drug overdose.

(b) There is an attempted suicide.

(c) The injury is major or serious, and potentially fatal.

(d) The circumstances surrounding the incident are suspicious in nature and it is desirable to document the event.

323.5.4 DEATHS

Death investigations require specific investigation methods, depending on the circumstances. They should be handled in accordance with the Death Investigation Policy. The handling member should notify and apprise a supervisor of the circumstances surrounding the incident to determine how to proceed. The following incidents shall be appropriately investigated and documented:

(a) Unattended deaths (no physician or qualified hospice care during the period preceding death)

(b) Sudden, accidental or suspicious deaths

(c) Suicides

(d) Homicide or suspected homicide

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) Found dead bodies or body parts

323.5.5 COUNTY PERSONNEL OR PROPERTY
Incidents involving County personnel or property shall require a report when:

(a) An injury occurs as the result of an act of a County employee or on County property.

(b) There is damage to County property or equipment.

323.5.6 MAJOR CRIME SUMMARIES

(a) The investigating deputy for the following incidents will complete the Major Crime Summaries:

1. Death Investigations (Vehicle Fatalities are covered by PI Summaries)
2. Robbery (armed or otherwise)
3. All Sex Crimes including but not limited to Child Abuse/Neglect/Molestation
4. Felony Battery
5. Criminal Confinement
6. Felony Criminal Recklessness
7. Bomb Threats/Explosive Devices
8. Arson
9. Burglary with loss in excess of $10,000
10. Theft with loss in excess of $10,000
11. Criminal Mischief with damage in excess of $10,000
12. Felony Drug Arrests
13. Felony Resisting Law Enforcement (inclusive of police pursuits)
14. As directed by supervision for an event/investigation that may draw media attention or inquiry

(b) Personal Injury Summaries will be submitted for any crash involving injury that causes a person to be transported to a medical facility. If the subject signs a statement of release or is not transported, a summary is not required.

323.6 REVIEW AND CORRECTIONS

Supervisors shall review reports for content and accuracy. If a correction is necessary, the reviewing supervisor should complete a correction form stating the reasons for rejection.

The original report and the correction form should be returned to the reporting member for correction as soon as practicable. It shall be the responsibility of the originating member to ensure that any report returned for correction is processed in a timely manner.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

323.6.1 CHANGES AND ALTERATIONS

Reports that have been approved by a supervisor and submitted to the Records Section for filing and distribution shall not be modified or altered except by way of a supplemental report.

Reviewed reports that have not yet been submitted to the Records Section may be corrected or modified by the authoring member only with the knowledge and authorization of the reviewing supervisor.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Media Relations

324.1 PURPOSE AND SCOPE

This policy provides guidelines for the release of official office information to the media. It also addresses coordinating media access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities.

324.2 POLICY

It is the policy of the Boone County Sheriff's Office to protect the privacy rights of individuals when releasing non-confidential information to the media regarding topics of public concern. Information that has the potential to negatively affect investigations will not be released.

324.3 RESPONSIBILITIES

The ultimate authority and responsibility for the release of information to the media shall remain with the Sheriff. In situations not warranting immediate notice to the Sheriff and in situations where the Sheriff has given prior approval, Commanders, Shift Supervisors and designated Public Information Officers (PIOs) may prepare and release information to the media in accordance with this policy and applicable laws regarding confidentiality.

Boone County Sheriff's Office Procedure Manual: PIO RESPONSIBILITIES

324.3.1 PUBLIC INFORMATION OFFICE

The PIO shall support the Office in matters involving the news media. To accomplish this, the PIO shall be available during normal business hours and be on call for emergencies and critical incidents at all other times.

324.4 PROVIDING ADVANCE INFORMATION

To protect the safety and rights of office members and other persons, advance information about planned actions by law enforcement personnel, such as movement of persons in custody or the execution of an arrest or search warrant, should not be disclosed to the media, nor should media representatives be invited to be present at such actions except with the prior approval of the Sheriff or designee.

Any exceptions to the above should only be considered for the furtherance of legitimate law enforcement purposes. Prior to approving any exception, the Sheriff will consider, at a minimum, whether the release of information or the presence of the media would unreasonably endanger any individual or prejudice the rights of any person or is otherwise prohibited by law.

324.5 MEDIA REQUESTS

Any media request for information or access to a law enforcement incident shall be referred to the PIO, or if unavailable, to the first available supervisor. Prior to releasing any information to the media, members shall consider the following:

(a) At no time shall any member of this office make any comment or release any official information to the media without prior approval from a PIO, the Sheriff or designee.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) In situations involving multiple agencies or government departments, every reasonable effort should be made to coordinate media releases with the authorized representative of each involved agency prior to the release of any information by this office.

(c) Under no circumstance should any member of this office make any comment to the media regarding any law enforcement incident not involving this office without prior approval of the Sheriff or designee. Under these circumstances the member should direct the media to the agency handling the incident.

(d) Dispatch personnel may release limited information to include confirmation of assigned runs, but should refer all questions related to active investigations or situations to the PIO.

324.6 ACCESS

Authorized media representatives shall be provided access to scenes of disasters, criminal investigations, emergencies and other law enforcement activities as required by law.

Access by the media is subject to the following conditions:

(a) The media representative shall produce valid media credentials that shall be prominently displayed at all times while in areas otherwise closed to the public.

(b) Media representatives should be prevented from interfering and may be removed for interfering with emergency operations and criminal investigations.

1. Based upon available resources, reasonable effort should be made to provide a safe staging area for the media that is near the incident and that will not interfere with emergency or criminal investigation operations. All information released to the media should be coordinated through the PIO or other designated spokesperson.

(c) Media interviews with individuals who are in custody should not be permitted without the approval of the Sheriff and the express written consent of the person in custody.

(d) No member of this office who is under investigation shall be subjected to media visits or interviews without the consent of the involved member.

(e) No member of this agency shall prohibit the media from news gathering practices, including photography and interviews, outside the established perimeter.

324.6.1 CRITICAL OPERATIONS

A critical incident or tactical operation should be handled in the same manner as a crime scene, except the media should not be permitted within the inner perimeter of the incident, subject to any restrictions as determined by the supervisor in charge. Office members shall not jeopardize a critical incident or tactical operation in order to accommodate the media. All comments to the media shall be coordinated through a supervisor or the PIO.

324.6.2 TEMPORARY FLIGHT RESTRICTIONS

Whenever the presence of media or other aircraft pose a threat to public or member safety or significantly hamper incident operations, the field supervisor should consider requesting a

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Temporary Flight Restriction (TFR). All requests for a TFR should be routed through the Shift Supervisor. The TFR request should include specific information regarding the perimeter and altitude necessary for the incident and should be requested through the appropriate control tower. If the control tower is not known, the Federal Aviation Administration (FAA) should be contacted (14 CFR 91.137).

324.7 CONFIDENTIAL OR RESTRICTED INFORMATION

It shall be the responsibility of the PIO to ensure that confidential or restricted information is not inappropriately released to the media (see the Records Maintenance and Release and Personnel Records policies). When in doubt, authorized and available legal counsel should be consulted prior to releasing any information.

Boone County Sheriff's Office Procedure Manual: INFORMATION RELEASE GUIDELINES

324.7.1 EMPLOYEE INFORMATION

The identities of deputies involved in shootings or other critical incidents may only be released to the media with the permission of the command staff or upon a formal request filed.

Any requests for copies of related reports or additional information not contained in the information log (see the Information Log section in this policy), including the identity of deputies involved in shootings or other critical incidents, shall be referred to the PIO.

Requests should be reviewed and fulfilled by the Custodian of Records, or if unavailable, the Shift Supervisor or the authorized designee. Such requests will be processed in accordance with the provisions of the Records Maintenance and Release Policy and the Indiana Public Records Act (I.C. § 5-14-3-1 et seq.).

324.8 RELEASE OF INFORMATION

The Office may routinely release information to the media without receiving a specific request. This may include media releases regarding critical incidents, information of public concern, updates regarding significant incidents or requests for public assistance in solving crimes or identifying suspects. This information may also be released through the office website or other electronic data sources.

324.8.1 INFORMATION LOG

The Office will maintain a CAD information log of significant law enforcement activities. CAD log entries shall only contain information that is deemed public information and not restricted or confidential by this policy or applicable law. Upon request, the CAD log entries shall be made available to media representatives through administration.

The CAD information log will generally include:

(a) The date, time, location, case number, type of crime, extent of injury or loss, and names of individuals involved in crimes occurring within this jurisdiction, unless the release of such information would endanger the safety of any individual or

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles or certain victims).

(b) The date, time, location, case number, name, birth date and charges for each person arrested by this office, unless the release of such information would endanger the safety of any individual or jeopardize the successful completion of any ongoing investigation, or the information is confidential (e.g., juveniles).

(c) The time and location of other significant law enforcement activities or requests for service with a brief summary of the incident.

324.9 TRAINING

Prior to releasing information to the public, any member designated to serve as the PIO should receive training relevant to the position.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Subpoenas and Court Appearances

325.1 PURPOSE AND SCOPE

This policy establishes the guidelines for office members who must appear in court. It will allow the Boone County Sheriff's Office to cover any related work absences and keep the Office informed about relevant legal matters.

325.2 POLICY

Boone County Sheriff's Office members will respond appropriately to all subpoenas and any other court-ordered appearances.

325.3 SUBPOENAS

Only office members authorized to receive a subpoena on behalf of this office or any of its members may do so.

325.3.1 SPECIAL NOTIFICATION REQUIREMENTS

Any member who is subpoenaed to testify, agrees to testify or provides information on behalf or at the request of any party other than the County Attorney or the prosecutor shall notify his/her immediate supervisor without delay regarding:

(a) Any civil case where the County or one of its members, as a result of his/her official capacity, is a party.

(b) Any civil case where any other city, county, state or federal unit of government or a member of any such unit of government, as a result of his/her official capacity, is a party.

(c) Any criminal proceeding where the member is called to testify or provide information on behalf of the defense.

(d) Any civil action stemming from the member’s on-duty activity or because of his/her association with the Boone County Sheriff's Office.

(e) Any personnel or disciplinary matter when called to testify or to provide information by a government entity other than the Boone County Sheriff's Office.

The supervisor will then notify the Sheriff and the appropriate prosecuting attorney as may be indicated by the case. The Sheriff should determine if additional legal support is necessary.

No member shall be retaliated against any member for testifying in any matter.

325.3.2 CIVIL SUBPOENA

The Office will compensate members who appear in their official capacities on civil matters arising out of their official duties, as directed by the current collective bargaining agreement.

The Office should seek reimbursement for the member’s compensation through the civil attorney of record who subpoenaed the member.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

325.3.3 OFF-DUTY RELATED SUBPOENAS

Members receiving valid subpoenas for off-duty actions not related to their employment or appointment will not be compensated for their appearance. Arrangements for time off shall be coordinated through their immediate supervisors.

325.4 FAILURE TO APPEAR

Any member who fails to comply with the terms of any properly served subpoena or court-ordered appearance may be subject to discipline. This includes properly served orders to appear that were issued by a state administrative agency.

325.5 STANDBY

To facilitate standby agreements, members are required to provide and maintain current information on their addresses and contact telephone numbers with the Office.

If a member on standby changes his/her location during the day, the member shall notify the designated office member of how he/she can be reached. Members are required to remain on standby until released by the court or the party that issued the subpoena.

325.6 COURTROOM PROTOCOL

Members must be punctual when appearing in court and shall be prepared to proceed immediately with the case for which they are scheduled to appear.

Members assigned to investigations shall dress in business attire for court. Uniformed members appearing in court will wear Class A Uniforms unless the court appearance is in conjunction with an assigned shift, in which case a Class B uniform will be allowed.

Members shall observe all rules of the court in which they are appearing and shall remain alert to changes in the assigned courtroom where their matter is to be heard.

Members shall not seek to obtain any continuance of any trial in courts out of friendship for a defendant, or otherwise interfere with the courts of justice.

325.6.1 TESTIMONY

Before the date of testifying, the subpoenaed member shall request a copy of relevant reports and become familiar with the content in order to be prepared for court.

325.7 OVERTIME APPEARANCES

When a member appears in court on his/her off-duty time, he/she will be compensated for a one (1) hour minimum appearance.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Part-Time Deputies

326.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Boone County Sheriff's Office part-time deputies to supplement and assist regular full-time sheriff's deputies in their duties. These deputies provide professional and special functions and part-time services that can augment regular staffing levels.

326.1.1 DEFINITIONS

Definitions related to this policy include:

Part-time deputy – A sworn Indiana Law Enforcement Academy Training Board deputy, with appropriate tier certification, who is employed with the Boone County Sheriff's Office on a regular basis and works less than a full-time position and as may be regulated by law.

326.2 POLICY

The Boone County Sheriff's Office shall ensure that part-time deputies are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

326.3 RECRUITMENT AND SELECTION

The Boone County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this office.

All applicants shall be required to meet and pass the same pre-employment procedures, except for the physical agility portion, as regular full-time sheriff's deputies before appointment.

326.3.1 APPOINTMENT

Applicants who are selected for appointment as part-time deputies shall, on the recommendation of the Sheriff, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

Part-time deputies are considered at-will employees and may be dismissed at the discretion of the Sheriff, with or without cause. Part-time deputies shall have no property interest in continued appointment.

However, if a part-time deputy is removed for alleged misconduct, the part-time deputy will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

326.4 IDENTIFICATION AND UNIFORMS

Part-time deputies will be issued Boone County Sheriff's Office uniforms, badges and identification cards. The uniforms and badges shall be the same as those worn by regular full-time sheriff's deputies. The identification cards will be the standard Boone County Sheriff's Office identification cards.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

326.5 COMPENSATION

Compensation for part-time deputies is provided as follows:

(a) Part-time deputies shall be compensated as prescribed by the ordinances of the County of Boone County Sheriff's Office.

(b) Part-time deputies are issued two sets of uniforms and all designated attire and safety equipment, as applicable to their positions. All property issued to part-time deputies shall be returned to this office upon termination or resignation.

326.6 PERSONNEL WORKING AS PART-TIME DEPUTIES

Qualified regular office personnel, when authorized, may also serve as part-time deputies. However, this office shall not utilize the services of part-time deputies in such a way that it would violate employment laws or labor agreements (e.g., a detention deputy working as a part-time deputy for reduced pay or no pay). Therefore, the part-time deputy coordinator should consult with the Matron prior to allowing regular office personnel to serve in a part-time deputy capacity (29 CFR 553.30).

326.7 COMPLIANCE

Part-time deputies shall be required to adhere to all office policies and procedures. A copy of the policies and procedures will be made available to each part-time deputy upon appointment. The deputies shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time sheriff's deputy, it shall also apply to a part-time deputy, unless by its nature it is inapplicable.

Part-time deputies are required by this office to meet office-approved training requirements.

All part-time deputies are required to attend scheduled meetings. Any absences must be satisfactorily explained to the part-time deputy coordinator.

326.8 FIREARMS

Part-time deputies shall successfully complete office-authorized training in the use of firearms. Their appointments must be approved by the County prior to carrying firearms or otherwise acting as part-time deputies on behalf of the Boone County Sheriff's Office.

Part-time deputies will be allowed to carry personally owned duty firearms as specified in the Firearms Policy. Any part-time deputy who is permitted to carry a firearm or any optional firearm may do so only in compliance with the Firearms Policy.

Part-time deputies are required to maintain proficiency with firearms used in the course of their assignments. Part-time deputies shall comply with all training and qualification requirements set forth in the Firearms Policy.

326.9 FIELD TRAINING

All part-time deputies shall complete the same office-specified field training as regular full-time sheriff's deputies, as described in the Field Training Policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

326.10 SUPERVISION

Part-time deputies may perform the same duties as regular full-time deputies of this office provided they are under the direct or indirect supervision of a supervisor or deputy in charge. Part-time deputies should not supervise a regular full-time deputy.

326.10.1 EVALUATIONS

While in training, part-time deputies should be continuously evaluated using standardized daily and weekly observation reports. The part-time deputy will be considered a trainee until he/she has satisfactorily completed training. Part-time deputies who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that part-time deputy.

326.10.2 INVESTIGATIONS AND COMPLAINTS

If a part-time deputy has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

326.11 AUTHORITY

Part-time deputies shall perform law enforcement officer duties within the scope of their approved training (I.C. § 5-2-1-2; I.C. § 5-2-1-17). Part-time deputies:

(a) Perform law enforcement functions and have the authority to arrest on behalf of this office (I.C. § 35-33-1-1).

(b) Shall not exercise law enforcement officer duties when off-duty.

326.12 AUTHORITY

Part-time deputies shall perform law enforcement officer duties within the scope of their approved training (I.C. § 36-8-3-20; I.C. § 5-2-1-9). Part-time deputies:

(a) Perform law enforcement functions and have the authority to arrest on behalf of this office (I.C. § 35-33-1-1).

(b) Shall not exercise law enforcement officer duties when off-duty.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Reserve Deputies

327.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Boone County Sheriff's Office reserve deputies to supplement and assist regular full-time sheriff's deputies in their duties. These deputies provide volunteer professional and special functions that augment regular staffing levels.

327.1.1 DEFINITIONS

Definitions related to this policy include:

Reserve deputy - A person who is a member of the Boone County Sheriff's Office's reserve unit and who is authorized to exercise police powers (250 I.A.C. 2-1-13).

327.2 POLICY

The Boone County Sheriff's Office shall ensure that reserve deputies are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

327.3 RECRUITMENT AND SELECTION

The Boone County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this office.

All applicants shall be required to meet and pass the same pre-employment procedures as regular sheriff's deputies before appointment.

327.3.1 APPOINTMENT

Applicants who are selected for appointment as reserve deputies shall, on the recommendation of the Sheriff, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

Reserve deputies are considered at-will employees and may be dismissed at the discretion of the Sheriff, with or without cause. Reserve deputies shall have no property interest in continued appointment.

If a reserve deputy is removed for alleged misconduct, the reserve deputy will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

327.4 IDENTIFICATION AND UNIFORMS

The Boone County Sheriff Office shall provide to those working road duty, collar brass, badge, protective vest, shoulder patches, radio equipment and Taser (if available), badges and identification cards. Reservedeputies may be issued Boone County Sheriff's Office uniforms.The uniforms and badges shall be the same as those worn by regular full-time sheriff's deputies. The identification cards will be the standard Boone County Sheriff's Office identification cards.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

327.5 AUTHORITY

Reserve deputies shall perform law enforcement officer duties within the scope of their approved training and office policy (I.C. § 36-8-3-20; I.C. § 5-2-1-9) Reserve deputies:

(a) Perform law enforcement functions and have the authority to arrest on behalf of this office (I.C. § 35-33-1-1).

(b) Shall not exercise law enforcement duties when off-duty.

327.6 COMPENSATION

Compensation for reserve deputies is provided as follows (I.C. § 36-8-3-20):

(a) All property issued to reserve deputies shall be returned to this office upon termination or resignation.

(b) Reserve deputies should be compensated for time lost from other employment because of court appearances.

(c) Reserve deputies shall be compensated for work-related illness or injury as appropriate (I.C. § 36-8-3-22; I.C. § 36-8-3-23).

(d) Reserve deputies are not eligible to participate in any pension program provided for regular deputies.

327.7 PERSONNEL WORKING AS RESERVE DEPUTIES

Qualified regular office personnel, when authorized, may also serve as reserve deputies. However, this office shall not utilize the services of reserve deputies in such a way that it would violate employment laws or labor agreements (e.g., a detention deputy working as a reserve deputy for reduced or no pay). Therefore, the reserve coordinator should consult with the Matron prior to allowing regular office personnel to serve in a reserve deputy capacity (29 CFR 553.30).

327.8 COMPLIANCE

Reserve deputies shall be required to adhere to all office policies and procedures. A copy of the policies and procedures will be made available to each reserve deputy upon appointment. The reserve deputy shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time sheriff's deputy, it shall also apply to a reserve deputy, unless by its nature it is inapplicable.

Reserve deputies are required by this office to meet office-approved training requirements.

All reserve deputies are required to attend scheduled meetings. Any absences must be satisfactorily explained to the reserve coordinator.

327.9 FIREARMS

Reserve deputies shall successfully complete office-authorized training in the use of firearms. Their appointments must be approved by the County prior to carrying personally owned duty firearms otherwise acting as reserve deputies on behalf of the Boone County Sheriff's Office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Any reserve deputy who is permitted to carry a personally owned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy.

Reserve deputies are required to maintain proficiency with firearms used in the course of their assignments. Reserve deputies shall comply with all training and qualification requirements set forth in the Firearms Policy.

327.10 RESERVE COMMANDER

The Sheriff shall delegate certain responsibilities to a reserve commander. The reserve commander shall be appointed by and directly responsible to the Operations Commander.

The reserve commander may appoint a senior reserve deputy or other designee to assist in the coordination of reserve deputies and their activities.

The responsibilities of the commander or the authorized designee include, but are not limited to:

(a) Assigning reserve deputies.

(b) Conducting reserve deputy meetings.

(c) Establishing and maintaining a reserve deputy callout roster.

(d) Maintaining and ensuring performance evaluations are completed.

(e) Monitoring the field training progress of reserve deputies.

(f) Monitoring individual reserve deputy performance.

(g) Monitoring overall reserve deputy activities.

(h) Maintaining a liaison with other agency reserve coordinators.

327.11 FIELD TRAINING

All reserve deputies shall complete the same office-specified field training as regular full-time sheriff's deputies as described in the Field Training Policy.

327.12 ADDITIONAL TRAINING REQUIREMENTS

Prior to carrying a weapon or making an arrest in any capacity, in addition to completing all office required entry-level training for deputies, newly hired reserve deputies should complete training on the ILEA Reserve Officer curriculum.

Reserve deputies should complete the same hours of in-service training as regular full-time deputies.

327.13 SUPERVISION

Reserve deputies may perform the same duties as regular full-time deputies of this office provided they are under the direct or indirect supervision of a supervisor or deputy in charge. Reserve deputies shall never supervise a regular full-time deputy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

327.13.1 EVALUATIONS

While in training, reserve deputies should be continuously evaluated using standardized daily and weekly observation reports. The reserve deputy will be considered a trainee until he/she has satisfactorily completed training. Reserve deputies who have completed their field training should be evaluated annually using performance dimensions applicable to the duties and authorities granted to that reserve deputy.

327.13.2 INVESTIGATIONS AND COMPLAINTS

If a reserve deputy has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Posse Members

328.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Boone County Sheriff's OfficePosse members to supplement and assist office personnel in their duties.

328.1.1 DEFINITIONS

Definitions related to this policy include:

Posse member - A civilian affiliated with the Boone County Sheriff's Office, in a part-time, unsalaried, non-sworn, support capacity.

328.2 POLICY

The Boone County Sheriff's Office shall ensure that posse members are properly appointed, trained and supervised and that they maintain the readiness to carry out their assigned duties.

328.3 RECRUITMENT AND SELECTION

The Boone County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this office.

328.3.1 APPOINTMENT

Applicants who are selected for appointment as posse members shall, on the recommendation of the Sheriff, be assigned as required.

Posse members are considered at-will employees and may be dismissed at the discretion of the Sheriff, with or without cause. Posse members shall have no property interest in continued appointment. However, if a posse member is removed for alleged misconduct, the posse member will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

328.4 IDENTIFICATION AND UNIFORMS

Posse members will be issued Boone County Sheriff's Office identification cards. The identification cards will be the standard Boone County Sheriff's Office identification cards.

328.5 COMPENSATION

Posse members are not paid.

328.6 PERSONNEL WORKING AS POSSE MEMBERS

Qualified regular office personnel, when authorized, may also serve as posse members. However, this office shall not utilize the services of posse members in such a way that it would violate employment laws or labor agreements (e.g., a detention deputy participating as a posse member for reduced or no pay). Therefore, the posse coordinator should consult with the Matron prior to allowing regular office personnel to serve in a posse member capacity (29 CFR 553.30).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

328.7 COMPLIANCE

Posse members shall be required to adhere to all office policies and procedures. A copy of the policies and procedures will be made available to each posse member upon appointment. Posse members shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to regular office personnel, it shall also apply to a posse member, unless by its nature it is inapplicable.

Posse members are required by this office to meet office-approved training requirements as applicable to their assignment.

328.8 CARRYING OF WEAPONS

Posse members are prohibited from carrying firearms or defense devices except with the permission of the Sheriff or the authorized designee. Should permission to carry firearms or defense devices be granted, posse members must complete the same course of training and abide by the same standards and policies as required of sheriff's deputies in compliance with the Firearms Policy. If carrying as a private citizen, they must have the proper state-issued permit.

328.9 POSSE COORDINATOR

The Sheriff is the posse coordinator.

The Sheriff may appoint a senior posse member or other designee to assist in the coordination of posse members and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Assigning posse members.

(b) Conducting posse member meetings.

(c) Establishing and maintaining an posse member callout roster..

(d) Monitoring individual posse member performance.

(e) Monitoring the overall posse member activities.

(f) Maintaining a liaison with other agency posse coordinators.

328.10 SUPERVISION

All posse members shall be under the direct or indirect supervision of a supervisor or office member in charge. Posse members shall never supervise regular office personnel.

328.10.1 INVESTIGATIONS AND COMPLAINTS

If auxiliary members have a personnel complaint made against them or become involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Outside Agency Assistance

329.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members when requesting or responding to a request for mutual aid or when assisting another law enforcement agency.

Boone County Sheriff's Office Procedure Manual: DETERMINING JURISDICTION AT MAJOR INCIDENTS

329.2 POLICY

It is the policy of the Boone County Sheriff's Office to promptly respond to requests for assistance by other law enforcement agencies, subject to available resources and consistent with the applicable laws and policies of this office.

329.3 ASSISTING OUTSIDE AGENCIES

Generally, requests for any type of assistance from another agency should be routed to the OIC for approval. In some instances, a collective bargaining agreement or other established protocol may exist that eliminates the need for approval of individual requests.

When another law enforcement agency requests assistance from this office, the OIC may authorize, if available, an appropriate number of personnel to assist. Members are reminded that their actions when rendering assistance must conform with applicable laws and be consistent with the policies of this office.

Deputies may respond to a request for emergency assistance; however, they shall notify a supervisor of their activity as soon as practicable.

Arrestees may be temporarily detained by this office until arrangements for transportation are made by the outside agency. Only in exceptional circumstances, and subject to supervisor approval, will this office provide transportation of arrestees to other facilities on behalf of another agency.

329.3.1 INITIATED ACTIVITY

Any on-duty deputy who engages in law enforcement activities of any type that are not part of a mutual aid request and take place outside the jurisdiction of the Boone County Sheriff's Office shall notify his/her supervisor or the Shift Supervisor and the Communication Center as soon as practicable. This requirement does not apply to special enforcement details or multi-agency units that regularly work in multiple jurisdictions.

329.4 REQUESTING OUTSIDE ASSISTANCE

If assistance is needed from another agency, the member requesting assistance should, if practicable, first notify a supervisor. The handling member or supervisor should direct assisting personnel to where they are needed and to whom they should report when they arrive.

The requesting member should arrange for appropriate radio communication capabilities, if necessary and available, so that communication can be coordinated between assisting personnel.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Mutual aid assistance may be either interlocal or intrastate.

329.4.1 INTERLOCAL MUTUAL AID

The Boone County Sheriff's Office may enter an interlocal mutual aid agreement with another law enforcement agency for the purpose of providing and receiving aid and assistance (I.C. § 36-1-7-3).

Deputies responding to a request for interlocal assistance shall have the same powers and duties as the requesting agency's law enforcement officers during the duration of the request for assistance (I.C. § 36-1-7-7).

Deputies responding to a request for assistance remain subject to the rules and regulations of the Boone County Sheriff's Office (I.C. § 36-1-7-7).

329.4.2 REQUESTING INTRASTATE MUTUAL AID

Requests for intrastate mutual aid assistance (I.C. § 10-14-3-10.8):

(a) May be written or oral.

1. An oral request shall be confirmed in writing not later than 72 hours after the oral request is made.

(b) Must include:

1. A description of the incident, disaster, exercise, training activity or planned event; the assistance or aid needed; and an estimate of the length of time that they will be needed.
2. The location and time of staging and the name of the point of contact at the staging location.
3. A statement that the request for mutual aid is made through the intrastate mutual aid program.

329.5 REPORTING REQUIREMENTS

Incidents of outside assistance or law enforcement activities that are not documented in a crime report shall be documented in a general case report or as directed by the Shift Supervisor.

329.6 MANDATORY SHARING

Equipment and supplies purchased with federal funds or grants that require such equipment and supplies be shared with other agencies should be documented and updated as necessary by the Administration Commander or the authorized designee.

The documentation should include:

(a) The conditions relative to sharing.

(b) The training requirements for:

1. The use of the equipment and supplies.
2. The members trained in the use of the equipment and supplies.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Any other requirements for use of the equipment and supplies.

Copies of the documentation should be provided to the Communication Center and the Shift Supervisor to ensure use of the equipment and supplies is in compliance with the applicable sharing agreements.

The Training Coordinator should maintain documentation that the appropriate members have received the required training.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Registered Offender Information

330.1 PURPOSE AND SCOPE

This policy establishes guidelines by which the Boone County Sheriff's Office will address issues associated with certain offenders who are residing in the jurisdiction, and how the Office will disseminate information and respond to public inquiries for information about registered sex or violent offenders.

330.2 POLICY

It is the policy of the Boone County Sheriff's Office to identify and monitor registered offenders living within this jurisdiction and to take reasonable steps to address the risks those persons may pose.

330.3 REGISTRATION

The Investigation Division supervisor shall establish a process to reasonably accommodate registration of offenders. The process should rebut any allegation on the part of the offender that the registration process was too confusing, burdensome or difficult for compliance. If it is reasonable to do so, an investigator assigned to related investigations should conduct the registration in order to best evaluate any threat the person may pose to the community. Those assigned to register offenders should receive appropriate training regarding the registration process.

The refusal of a registrant to provide any of the required information or complete the process should initiate a criminal investigation for failure to register.

330.3.1 CONTENTS OF REGISTRATION

The information collected from the registering offender shall include all required information in I.C. § 11-8-8-8 and a recent photograph that meets the requirements in I.C. § 36-2-13-5.5(d).

Fingerprints are required if not already on file with Indiana or the FBI. If not on file, fingerprints shall be obtained and shall be transmitted to the Indiana State Police (I.C. § 36-2-13-5.5(c)).

If the offender is on probation or parole, a signed consent form is required authorizing both a search of the offender’s personal computer or device with Internet capability at any time and also the installation of hardware or software on the personal computer or device to monitor the offender’s Internet usage (I.C. § 11-8-8-8).

330.3.2 DISTRIBUTION OF INFORMATION

(a) When an offender initially registers, the Investigation Division supervisor shall (I.C. § 11-8-8-7(j)):

1. Immediately update the Indiana Sex and Violent Offender Registry website.
2. Notify every law enforcement agency having jurisdiction in the county where the offender resides.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

3. Update the National Crime Information Center (NCIC) National Sex Offender Registry database via the Indiana Data and Communications System (IDACS).

(b) When the office is notified of a change in registration information, the Investigation Division supervisor shall (I.C. § 11-8-8-11(h)):

1. Immediately update the Indiana Sex and Violent Offender Registry website.

2. Update the NCIC National Sex Offender Registry database via IDACS.

(c) Publish a photograph of the offender on the Indiana Sex and Violent Offender Registry website as provided in I.C. § 11-8-8-7(i).

(d) When a registered offender changes residence, employment, vocation or school to a new county in Indiana, the Investigation Division shall notify the local law enforcement authority in the new county and forward all relevant offender registration information (I.C. § 11-8-8-11).

(e) When a registered offender changes residence, employment, vocation or school to a new state, the office shall notify the state police in the new state (I.C. § 11-8-8-11).

(f) The Investigation Division supervisor should notify the crime victim liaison when the Office receives notice that a lifetime sex or violent offender has changed his or her name (see Victim and Witness Assistance).

Information regarding registration, including information concerning the duty to register and the penalty for failing to register, shall be made available to the offender (I.C. § 11-8-8-11(g)).

330.3.3 VERIFICATION OF REGISTRATION INFORMATION

The Boone County Sheriff's Office shall establish a process for continued verification of an offender’s registration information to include:

(a) Contacting and personally visiting an offender to confirm the offender’s current principal address or location in a manner approved or prescribed by the Indiana Department of Corrections (DOC) and as provided in I.C. § 11-8-8-13.

(b) Notifying the DOC and the prosecuting attorney immediately if an offender appears not to reside at the registered address (I.C. § 11-8-8-13).

(c) Verifying within seven days after receiving notice that an offender has moved into this jurisdiction (I.C. § 11-8-8-11(b)).

(d) Ensuring that the offender continues to personally register and provides updated photographs as required by I.C. § 11-8-8-14.

(e) Publishing updated photographs on the Indiana Sex and Violent Offender Registry at least once per year (I.C. § 11-8-8-7(i)).

(f) Providing documentation of employment or school attendance as applicable (I.C. § 11-8-8-14).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

330.3.4 EXPIRATION OF REGISTRATION

If an offender is no longer required to register due to the expiration of the registration period or if a court grants a petition that removes the offender's duty to register, the Boone County Sheriff's Office shall (I.C. § 11-8-8-11(j)):

(a) Ensure the offender's information is no longer published on the Indiana Sex and Violent Offender Registry.

330.3.5 NOTICE TO DEPARTMENT OF CORRECTIONS

The Investigation Division supervisor shall notify the DOC with updated registration information when an offender:

(a) Registers a change of address, email address, instant messaging username, electronic chat room username, social networking website username, employment, vocation, school campus or enrollment in school (I.C. § 11-8-8-7(j); I.C. § 11-8-8-11(h)).

(b) Becomes incarcerated (I.C. § 11-8-8-11(i)).

330.4 MONITORING OF REGISTERED OFFENDERS

The Boone County Sheriff's Office should establish a system to periodically, and at least once annually, verify that a registrant remains in compliance with his/her registration requirements after the initial registration. This verification should include:

(a) Efforts to confirm residence using an unobtrusive method, such as an Internet search or drive-by of the declared residence.

(b) Review of information on the Indiana Sex and Violent Offender Registry website.

(c) Contact with a registrant’s parole or probation officer.

Any discrepancies should be reported to the DOC and the local county Sheriff’s Department.

The Boone County Sheriff's Office should also establish a procedure to routinely disseminate information regarding registered offenders to Boone County Sheriff's Office members, including timely updates regarding new or relocated registrants.

330.5 DISSEMINATION OF PUBLIC INFORMATION

Members will not unilaterally make a public notification advising the community of a particular registrant’s presence in the community. Members who identify a significant risk or other public safety issue associated with a registrant should promptly advise their supervisor. The supervisor should evaluate the request and forward the information to the Sheriff if warranted. A determination will be made by the Sheriff, with the assistance of legal counsel as necessary, whether such a public alert should be made.

Members of the public requesting information on registrants should be directed to the Indiana Sex and Violent Offender Registry website.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The Sheriff or designee may release local registered offender information to residents in accordance with state law and in compliance with the Indiana Public Records Act or Freedom of Information Act request (I.C. § 10-13-3-30).

330.5.1 RELEASE NOTIFICATIONS

Registrant information that is released should include notification that:

(a) The offender registry includes only those persons who have been required by law to register and who are in compliance with the offender registration laws.

(b) The information is provided as a public service and may not be current or accurate.

(c) Persons should not rely solely on the offender registry as a safeguard against offenses in their communities.

(d) The crime for which a person is convicted may not accurately reflect the level of risk.

(e) Anyone who uses information contained in the registry to harass registrants or commit any crime may be subject to criminal prosecution.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Major Incident Notification

331.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Boone County Sheriff's Office in determining when, how and to whom notification of major incidents should be made.

331.2 POLICY

The Boone County Sheriff's Office recognizes that certain incidents should be brought to the attention of supervisors or other specified personnel of this office to facilitate the coordination of activities and ensure that inquiries from the media and the public may be properly addressed.

331.3 CRITERIA FOR NOTIFICATION

Most situations where the media show a strong interest are also of interest to the Sheriff, the affected Commander and the County. The following list of incident types is provided as a guide for notification and is not intended to be all-inclusive:

- Officer-involved shooting, whether on- or off-duty (see the Officer-Involved Shootings and Deaths Policy for special notification)
- Homicides, suspicious deaths or deaths related to law enforcement activity
- Suicide, or suicide attempt that includes likelihood of death.
- Pursuits
- Crimes of unusual violence or circumstances that may include hostages, barricaded persons, home invasions, armed robbery or sexual assaults
- At-risk missing children or missing endangered adults
- In-custody deaths
- Aircraft, train, boat or other transportation accidents with major damage and/or injury or death
- Traffic accidents with fatalities or severe injuries
- Equipment failures, utility failures and incidents that may affect staffing or pose a threat to basic sheriff's services
- Any other incident that has attracted or is likely to attract significant media attention

331.4 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor or OIC is responsible for making the appropriate notifications. The Shift Supervisor or OIC shall make reasonable attempts to obtain as much information on the incident as possible before notification, and shall attempt to make the notifications as soon as practicable. Notification should be made by using the call notification protocol posted in the Communication Center.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

331.4.1 COMMAND STAFF NOTIFICATION

In the event an incident occurs as identified in the Criteria for Notification section above, the Sheriff shall be notified along with the affected Commander and the Investigation Commander if that division is affected.

331.4.2 INVESTIGATOR NOTIFICATION

If the incident requires that an investigator respond, the assigned deputy, with Shift Supervisor or OIC for the shift's approval, have dispatch contact the on-call investigator.

331.4.3 ENFORCEMENT DIVISION NOTIFICATION

In the event of a major injury or traffic fatality, the deputy on the scene will have dispatch contact the FACT team leader, who will then contact the appropriate investigator(s).

See attachment: FACT SOGs

331.4.4 PUBLIC INFORMATION OFFICER

After members of the command staff have been notified, the Public Information Officer shall be called if it appears the media may have a significant interest in the incident.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Death Investigation

332.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where deputies initially respond to and investigate the circumstances of a deceased person.

Some causes of death may not be readily apparent and some cases differ substantially from what they appear to be initially. The thoroughness of death investigations and use of appropriate resources and evidence-gathering techniques is critical.

332.2 POLICY

It is the policy of the Boone County Sheriff's Office to respond, document and investigate incidents where a person is deceased. Investigations involving the death of a person, including those from natural causes, accidents, workplace incidents, suicide and homicide, shall be initiated, investigated and properly documented.

332.3 INVESTIGATION CONSIDERATIONS

Emergency medical services shall be called in all suspected death cases unless death is obvious (e.g., decapitated, decomposed).

A supervisor shall be notified as soon as possible to assist and provide appropriate personnel and resources. The on-scene supervisor should determine whether follow-up investigation is required and notify the Investigation Division Commander as necessary. The Shift Supervisor will make notification to command staff in accordance with the Major Incident Notification Policy.

A drug test will be offered to a caretaker involving the death of someone under his/her care.

332.3.1 REPORTING

All incidents involving a death shall be documented on the appropriate form.

332.3.2 CORONER REQUEST

Deputies are not authorized to pronounce death unless they are also Coroners, Deputy Coroners or appointed Coroner investigators. The Coroner shall be called in all sudden or unexpected deaths or deaths due to other than natural causes. State law requires that the Coroner be notified when any person dies (I.C. § 35-45-19-3):

(a) As a result of violence, suicide or accident.

(b) Suddenly when in apparently good health.

(c) While unattended.

(d) From poisoning or an overdose of drugs.

(e) As a result of a disease that may constitute a threat to public health.

(f) As a result of a disease, an injury, a toxic effect or unusual exertion incurred within the scope of the deceased person’s employment.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(g) Due to sudden infant death syndrome.

(h) As a result of a diagnostic or therapeutic procedure.

(i) Under any other suspicious or unusual circumstances.

332.3.3 SEARCHING DEAD BODIES

(a) The Coroner, his/her assistant and authorized investigators are generally the only persons permitted to move, handle or search a dead body.

(b) A deputy may make a reasonable search of an individual who it is reasonable to believe is dead, or near death, for the purpose of identification or for information identifying the individual as an anatomical donor. If a donor document is located, the Coroner or his/her assistant shall be promptly notified.

(c) The Coroner, with the permission of the Office, may take property, objects or articles found on the deceased or in the immediate vicinity of the deceased that may be necessary for conducting an investigation to determine the identity of the deceased or the cause or manner of death.

(d) Should exigent circumstances indicate to a deputy that any other search of a known dead body is warranted prior to the arrival of the Coroner or his/her assistant, the investigating deputy should first obtain verbal consent from the Coroner or his/her assistant when practicable.

(e) Whenever reasonably possible, a witness, preferably a relative to the deceased or a member of the household, should be requested to remain nearby the scene and available to the deputy pending the arrival of the Coroner or his/her assistant. The name and address of this person shall be included in the narrative of the death report.

(f) Whenever personal effects are removed from the body of the deceased by the Coroner or his/her assistant, a receipt shall be obtained. This receipt shall be attached to the death report.

332.3.4 SUSPECTED HOMICIDE

If the initially assigned deputy suspects that the death involves a homicide or other suspicious circumstances, the deputy shall take steps to protect the scene. The Investigation Division shall be notified to determine the possible need for an investigator to respond to the scene.

If the on-scene supervisor, through consultation with the Shift Supervisor or Investigation Division supervisor, is unable to determine the manner of death, the investigation shall proceed as though it is a homicide.

The investigator assigned to investigate a homicide or death that occurred under suspicious circumstances may, with the approval of his/her supervisor, request the Coroner to conduct physical examinations and tests, and to provide a report.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

332.3.5 EMPLOYMENT-RELATED DEATHS OR INJURIES

Any member of this office who responds to and determines that a death, serious illness, or serious injury has occurred as a result of an accident at or in connection with the victim's employment should ensure that the regional Occupational Safety and Health Administration (OSHA) office is notified of all pertinent information.

332.4 UNIDENTIFIED DEAD BODY

If the identity of a dead body cannot be established, the handling deputy will request from the Coroner a unique identifying number for the body. The number shall be included in any report.

332.5 DEATH NOTIFICATION

When reasonably practicable, and if not handled by the Coroner’s Office, notification to the next-of-kin of the deceased person shall be made, in person, by the deputy assigned to the incident. If the next-of-kin lives in another jurisdiction, a law enforcement official from that jurisdiction shall be requested to make the personal notification.

If a deceased person has been identified as a missing person, this office shall attempt to locate family members and inform them of the death and location of the deceased missing person's remains. All efforts to locate and notify family members shall be recorded in appropriate reports.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Citizen's Arrest

333.1 PURPOSE AND SCOPE

This policy provides guidance for the handling and acceptance of a citizen’s arrest.

333.2 POLICY

It is the policy of the Boone County Sheriff's Office to accept a citizen’s arrest only when legal and appropriate.

333.3 ARRESTS BY CITIZEN

A citizen may arrest another when (I.C. § 35-33-1-4(a); I.C. § 35-33-6-2):

(a) Another person has committed a felony in his/her presence.

(b) A felony has been committed and there is probable cause to believe that the other person has committed that felony.

(c) A misdemeanor involving a breach of peace is being committed and the arrest is necessary to prevent the continuance of the breach of peace.

(d) The citizen is an owner or agent of a business, has probable cause to believe that a theft has occurred or is occurring on or about the business and the person detained is the one who committed or is committing the theft.

333.4 DEPUTY RESPONSIBILITIES

A deputy confronted with a person claiming to have made a citizen's arrest should determine whether such an arrest is lawful (I.C. § 35-33-1-4(c)).

If the deputy determines that the citizen's arrest is unlawful, the deputy should:

(a) Take no action to further detain or restrain the arrested individual, unless there is independent justification for continuing a detention.

(b) Advise the parties that the arrest will not be accepted but the circumstances will be documented in a report.

(c) Document the incident, including the basis for refusing to accept custody of the individual.

Whenever a deputy determines that a citizen's arrest is justified, the deputy may take the individual into custody and proceed in the same manner as with any other arrest.

333.5 CITIZEN’S ARREST PROCEDURE

The arresting person should be asked to complete and sign a voluntary statement form. If the person fails or refuses to do so, the arrested individual should be released, unless the deputy has a lawful reason, independent of the citizen’s arrest, to take the individual into custody and determines an arrest is appropriate.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Limited English Proficiency Services

334.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with limited English proficiency (LEP) (42 USC § 2000d).

334.1.1 DEFINITIONS

Definitions related to this policy include:

Authorized interpreter - A person who has been screened and authorized by the Office to act as an interpreter and/or translator for others.

Interpret or interpretation - The act of listening to a communication in one language (source language) and orally converting it to another language (target language), while retaining the same meaning.

Limited English proficiency (LEP) individual - Any individual whose primary language is not English and who has a limited ability to read, write, speak or understand English. These individuals may be competent in certain types of communication (e.g., speaking or understanding) but still exhibit LEP for other purposes (e.g., reading or writing). Similarly, LEP designations are context-specific; an individual may possess sufficient English language skills to function in one setting but these skills may be insufficient in other situations.

Qualified bilingual member - A member of the Boone County Sheriff's Office, designated by the Office, who has the ability to communicate fluently, directly and accurately in both English and another language. Bilingual members may be fluent enough to communicate in a non-English language but may not be sufficiently fluent to interpret or translate from one language into another.

Translate or translation - The replacement of written text from one language (source language) into an equivalent written text (target language).

334.2 POLICY

It is the policy of the Boone County Sheriff's Office to reasonably ensure that LEP individuals have meaningful access to law enforcement services, programs and activities, while not imposing undue burdens on its members.

The Office will not discriminate against or deny any individual access to services, rights or programs based upon national origin or any other protected interest or right.

334.3 LEP COORDINATOR

The Sheriff shall delegate certain responsibilities to an LEP coordinator. The coordinator shall be appointed by, and directly responsible to, the Sheriff or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Coordinating and implementing all aspects of the Boone County Sheriff's Office’s LEP services to LEP individuals.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Developing procedures that will enable members to access LEP services, including telephonic interpreters, and ensuring the procedures are available to all members.

(c) Ensuring that a list of all qualified bilingual members and authorized interpreters is maintained and available to each Shift Supervisor and 911 Director. The list should include information regarding the following:

1. Languages spoken
2. Contact information
3. Availability

(d) Ensuring signage stating that interpreters are available free of charge to LEP individuals is posted in appropriate areas and in the most commonly spoken languages.

(e) Reviewing existing and newly developed documents to determine which are vital documents and should be translated, and into which languages the documents should be translated.

(f) Annually assessing demographic data and other resources, including contracted language services utilization data and data from community-based organizations, to determine if there are additional documents or languages that are appropriate for translation.

(g) Identifying standards and assessments to be used by this office to qualify individuals as qualified bilingual members or authorized interpreters.

(h) Periodically reviewing efforts of this office in providing meaningful access to LEP individuals, and, as appropriate, developing reports, developing new procedures or recommending modifications to this policy.

(i) Receiving and responding to complaints regarding office LEP services.

(j) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to office services, programs and activities.

334.4 FOUR-FACTOR ANALYSIS

Because there are many different languages that members could encounter, the Office will utilize the four-factor analysis outlined in the U.S. Department of Justice (DOJ) Guidance to Federal Financial Assistance Recipients, available at the DOJ website, to determine which measures will provide meaningful access to its services and programs. It is recognized that law enforcement contacts and circumstances will vary considerably. This analysis, therefore, must remain flexible and will require an ongoing balance of the following four factors, which are:

(a) The number or proportion of LEP individuals eligible to be served or likely to be encountered by office members, or who may benefit from programs or services within the jurisdiction of this office or a particular geographic area.

(b) The frequency with which LEP individuals are likely to come in contact with office members, programs or services.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) The nature and importance of the contact, program, information or service provided.

(d) The cost of providing LEP assistance and the resources available.

334.5 TYPES OF LEP ASSISTANCE AVAILABLE

Boone County Sheriff's Office members should never refuse service to an LEP individual who is requesting assistance, nor should they require an LEP individual to furnish an interpreter as a condition for receiving assistance. The Office will make every reasonable effort to provide meaningful and timely assistance to LEP individuals through a variety of services.

The Office will utilize all reasonably available tools, such as language identification cards, when attempting to determine an LEP individual's primary language.

LEP individuals may choose to accept office-provided LEP services at no cost or they may choose to provide their own.

Office-provided LEP services may include, but are not limited to, the assistance methods described in this policy.

334.6 WRITTEN FORMS AND GUIDELINES

Vital documents or those that are frequently used should be translated into languages most likely to be encountered. The LEP coordinator will arrange to make these translated documents available to members and other appropriate individuals, as necessary.

334.7 AUDIO RECORDINGS

The Office may develop audio recordings of important or frequently requested information in a language most likely to be understood by those LEP individuals who are representative of the community being served.

334.8 QUALIFIED BILINGUAL MEMBERS

Bilingual members may be qualified to provide LEP services when they have demonstrated through established office procedures a sufficient level of skill and competence to fluently communicate in both English and a non-English language. Members utilized for LEP services must demonstrate knowledge of the functions of an interpreter/translator and the ethical issues involved when acting as a language conduit. Additionally, bilingual members must be able to communicate technical and law enforcement terminology, and be sufficiently proficient in the non-English language to perform complicated tasks, such as conducting interrogations, taking statements, collecting evidence or conveying rights or responsibilities.

When a qualified bilingual member from this office is not available, personnel from other County departments who have been identified by the Office as having the requisite skills and competence may be requested.

334.9 AUTHORIZED INTERPRETERS

Any person designated by the Office to act as an authorized interpreter and/or translator must have demonstrated competence in both English and the involved non-English language, must have an

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

understanding of the functions of an interpreter that allows for correct and effective translation, and should not be a person with an interest in the office case or investigation involving the LEP individual. A person providing interpretation or translation services may be required to establish the accuracy and trustworthiness of the interpretation or translation in a court proceeding.

Authorized interpreters must pass a screening process established by the LEP coordinator that demonstrates that their skills and abilities in the following areas:

(a) The competence and ability to communicate information accurately in both English and in the target language.

(b) Knowledge, in both languages, of any specialized terms or concepts peculiar to this office and of any particularized vocabulary or phraseology used by the LEP individual.

(c) The ability to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(d) Knowledge of the ethical issues involved when acting as a language conduit.

334.9.1 SOURCES OF AUTHORIZED INTERPRETERS

The Office may contract with authorized interpreters who are available over the telephone. Members may use these services with the approval of a supervisor and in compliance with established procedures.

Other sources may include:

- Qualified bilingual members of this office or personnel from other County departments.
- Individuals employed exclusively to perform interpretation services.
- Contracted in-person interpreters, such as state or federal court interpreters, among others.
- Interpreters from other agencies who have been qualified as interpreters by this office, and with whom the Office has a resource-sharing or other arrangement that they will interpret according to office guidelines.

334.9.2 COMMUNITY VOLUNTEERS AND OTHER SOURCES OF LANGUAGE ASSISTANCE

Language assistance may be available from community volunteers who have demonstrated competence in either monolingual (direct) communication and/or in interpretation or translation (as noted in above), and have been approved by the Office to communicate with LEP individuals.

Where qualified bilingual members or other authorized interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, office members must carefully consider the nature of the contact and the relationship between the LEP individual and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

While family or friends of an LEP individual may offer to assist with communication or interpretation, members should carefully consider the circumstances before relying on such individuals. For example, children should not be relied upon except in exigent or very informal and non-confrontational situations.

334.10 CONTACT AND REPORTING

While all law enforcement contacts, services and individual rights are important, this office will utilize the four-factor analysis to prioritize service to LEP individuals so that such services may be targeted where they are most needed, according to the nature and importance of the particular law enforcement activity involved.

Whenever any member of this office is required to complete a report or other documentation that involves a situation in which interpretation services were provided to any involved LEP individual, such services should be noted in the related report. Members should document the type of interpretation services utilized and whether the individual elected to use services provided by the Office or some other identified source.

334.11 RECEIVING AND RESPONDING TO REQUESTS FOR ASSISTANCE

The Boone County Sheriff's Office will take reasonable steps and will work with the Matron to develop in-house language capacity by hiring or appointing qualified members proficient in languages representative of the community being served.

334.11.1 EMERGENCY CALLS TO 9-1-1

Office members will make every reasonable effort to promptly accommodate LEP individuals utilizing 9-1-1 lines. When a 9-1-1 call-taker receives a call and determines that the caller is an LEP individual, the call-taker shall quickly determine whether sufficient information can be obtained to initiate an appropriate emergency response. If language assistance is still needed, the language is known and a qualified bilingual member is available in the Communication Center, the call shall immediately be handled by the qualified bilingual member.

If a qualified bilingual member is not available or the call-taker is unable to identify the caller’s language, the call-taker will contact the contracted telephone interpretation service and establish a three-way call between the call-taker, the LEP individual and the interpreter.

Dispatchers will make every reasonable effort to dispatch a qualified bilingual member to the assignment, if available and appropriate.

While 9-1-1 calls shall receive top priority, reasonable efforts should also be made to accommodate LEP individuals seeking routine access to services and information by utilizing the resources listed in this policy.

334.12 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve LEP individuals. The scope and nature of these activities and contacts will inevitably vary.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Members and/or supervisors must assess each situation to determine the need and availability of language assistance to all involved LEP individuals and utilize the methods outlined in this policy to provide such assistance.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to request consent to search if the deputy is unable to effectively communicate with an LEP individual.

If available, deputies should obtain the assistance of a qualified bilingual member or an authorized interpreter before placing an LEP individual under arrest.

334.13 INVESTIGATIVE FIELD INTERVIEWS

In any situation where an interview may reveal information that could be used as the basis for arrest or prosecution of an LEP individual and a qualified bilingual member is unavailable or lacks the skills to directly communicate with the LEP individual, an authorized interpreter should be used. This includes interviews conducted during an investigation with victims, witnesses and suspects. In such situations, audio recordings of the interviews should be made when reasonably possible. Identification and contact information for the interpreter (e.g., name, address) should be documented so that the person can be subpoenaed for trial if necessary.

If an authorized interpreter is needed, deputies should consider calling for an authorized interpreter in the following order:

- An authorized office member or allied agency interpreter
- An authorized telephone interpreter
- Any other authorized interpreter

Any *Miranda* warnings shall be provided to suspects in their primary language by an authorized interpreter or, if the suspect is literate, by providing a translated *Miranda* warning card.

The use of an LEP individual’s bilingual friends, family members, children, neighbors or bystanders may be used only when a qualified bilingual member or authorized interpreter is unavailable and there is an immediate need to interview an LEP individual.

334.14 CUSTODIAL INTERROGATIONS

Miscommunication during custodial interrogations may have a substantial impact on the evidence presented in a criminal prosecution. Only qualified bilingual members or, if none is available or appropriate, authorized interpreters shall be used during custodial interrogations. *Miranda* warnings shall be provided to suspects in their primary language by the qualified bilingual member or an authorized interpreter.

In order to ensure that translations during custodial interrogations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

334.15 BOOKINGS

When gathering information during the booking process, members should remain alert to the impediments that language barriers can create. In the interest of the arrestee's health and welfare, to protect the safety and security of the facility, and to protect individual rights, it is important that accurate medical screening and booking information be obtained. Members should seek the assistance of a qualified bilingual member whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by an LEP individual.

334.16 COMPLAINTS

The Office shall ensure that LEP individuals who wish to file a complaint regarding members of this office are able to do so. The Office may provide an authorized interpreter or translated forms, as appropriate. Complaints will be referred to the LEP coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Authorized interpreters used for any interview with an LEP individual during a complaint investigation should not be members of this office.

Any notice required to be sent to an LEP individual as a complaining party pursuant to the Personnel Complaints Policy should be translated or otherwise communicated in a language-accessible manner.

334.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this office are important to the ultimate success of more traditional law enforcement duties. This office will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

334.18 TRAINING

To ensure that all members who may have contact with LEP individuals are properly trained, the Office will provide periodic training on this policy and related procedures, including how to access office-authorized telephonic and in-person interpreters and other available resources.

The Training Coordinator shall be responsible for ensuring new members receive LEP training. Those who may have contact with LEP individuals should receive refresher training at least once every two years thereafter. The Training Coordinator shall maintain records of all LEP training provided, and will retain a copy in each member's training file in accordance with the established records retention schedule.

334.18.1 TRAINING FOR AUTHORIZED INTERPRETERS

All members on the authorized interpreter list must successfully complete prescribed interpreter training. To complete interpreter training successfully, an interpreter must demonstrate proficiency in and ability to communicate information accurately in both English and in the target language, demonstrate knowledge in both languages of any specialized terms or phraseology, and

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

Members on the authorized interpreter list must receive refresher training annually or they will be removed from the authorized interpreter list. This annual training should include language skills competency (including specialized terminology) and ethical considerations.

The Training Coordinator shall be responsible for coordinating the annual refresher training and will maintain a record of all training the interpreters have received.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Communications with Persons with Disabilities

335.1 PURPOSE AND SCOPE

This policy provides guidance to members when communicating with individuals with disabilities, including those who are deaf or hard of hearing, have impaired speech or vision, or are blind.

335.1.1 DEFINITIONS

Definitions related to this policy include:

Auxiliary aids - Tools used to communicate with people who have a disability or impairment. They include, but are not limited to, the use of gestures or visual aids to supplement oral communication; use of a notepad and pen or pencil to exchange written notes; use of a computer or typewriter; use of an assistive listening system or device to amplify sound; use of a teletypewriter (TTY) or videophones (video relay service or VRS); taped text; qualified readers; or use of a qualified interpreter.

Disability or impairment - An individual who has or is regarded as being substantially limited in a major life activity, including hearing or seeing, with or without assistance other than ordinary eyeglasses or contacts (42 USC § 12102). This includes a person who has a hearing loss that prevents the person from receiving and understanding voice communication with or without amplification and uses American Sign Language, English-based signed systems, tactile methods, writing, reading, speech reading, finger spelling or beneficial assistive devices as a primary means of communication (460 I.A.C. 2-2.1-2).

Qualified interpreter - A person who is able to interpret effectively, accurately and impartially, both receptively and expressively, using any necessary specialized vocabulary. Qualified interpreters include oral interpreters, transliterators, sign language interpreters and intermediary interpreters. Qualified Interpreters should have a valid certification by the Department of Health and Human Services (460 I.A.C. 2-3-3).

335.2 POLICY

It is the policy of the Boone County Sheriff's Office to reasonably ensure that people with disabilities, including victims, witnesses, suspects and arrestees, have equal access to law enforcement services, programs and activities. Members must make efforts to communicate effectively with individuals with disabilities.

The Office will not discriminate against or deny any individual access to services, rights or programs based upon disabilities.

335.3 AMERICANS WITH DISABILITIES (ADA) COORDINATOR

The Sheriff shall delegate certain responsibilities to an ADA coordinator (28 CFR 35.107). The coordinator shall be appointed by and directly responsible to the Sheriff or the authorized designee.

The responsibilities of the coordinator include, but are not limited to:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Working with the County ADA coordinator regarding the Boone County Sheriff's Office's efforts to ensure equal access to services, programs and activities.

(b) Developing reports or new procedures, or recommending modifications to this policy.

(c) Acting as a liaison with local disability advocacy groups or other disability groups regarding access to office services, programs and activities.

(d) Ensuring that a list of qualified interpreter services is maintained and available to each Shift Supervisor and 911 Director. The list should include information regarding:

1. Contact information.
2. Availability.

(e) Developing procedures that will enable members to access auxiliary aids or services, including qualified interpreters, and ensure the procedures are available to all members.

(f) Ensuring signage is posted in appropriate areas indicating that auxiliary aids are available free of charge to individuals with disabilities.

(g) Ensuring appropriate processes are in place to provide for the prompt and equitable resolution of complaints and inquiries regarding discrimination in access to office services, programs and activities.

335.4 FACTORS TO CONSIDER

Because the nature of any law enforcement contact may vary substantially from one situation to the next, members of this office should consider all information reasonably available to them when determining how to communicate with an individual with a disability. Members should carefully balance all known factors in an effort to reasonably ensure people who are disabled have equal access to services, programs and activities. These factors may include, but are not limited to:

(a) Members should not always assume that effective communication is being achieved. The fact that an individual appears to be nodding in agreement does not always mean he/she completely understands the message. When there is any doubt, members should ask the individual to communicate back or otherwise demonstrate his/her understanding.

(b) The nature of the disability (e.g., deafness or blindness vs. hard of hearing or low vision).

(c) The nature of the law enforcement contact (e.g., emergency vs. non-emergency, custodial vs. consensual contact).

(d) The availability of auxiliary aids. The fact that a particular aid is not available does not eliminate the obligation to reasonably ensure access. However, in an emergency, availability may factor into the type of aid used.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

335.5 INITIAL AND IMMEDIATE CONSIDERATIONS

Recognizing that various law enforcement encounters may be potentially volatile and/or emotionally charged, members should remain alert to the possibility of communication problems.

Members should exercise special care in the use of all gestures and verbal and written communication to minimize initial confusion and misunderstanding when dealing with any individual with known or suspected disabilities.

In a non-emergency situation, when a member knows or suspects an individual requires assistance to effectively communicate, the member shall identify the individual's choice of auxiliary aid or service.

The individual's preferred communication method must be honored unless another effective method of communication exists under the circumstances (28 CFR 35.160).

Factors to consider when determining whether an alternative method is effective include:

(a) The methods of communication usually used by the individual.

(b) The nature, length and complexity of the communication involved.

(c) The context of the communication.

In emergency situations involving an imminent threat to the safety or welfare of any person, members may use whatever auxiliary aids and services reasonably appear effective under the circumstances. This may include, for example, exchanging written notes or using the services of a person who knows sign language but is not a qualified interpreter, even if the person who is deaf or hard of hearing would prefer a qualified sign language interpreter or another appropriate auxiliary aid or service. Once the emergency has ended, the continued method of communication should be reconsidered. The member should inquire as to the individual's preference and give primary consideration to that preference.

If an individual who is deaf, is hard of hearing or has impaired speech must be handcuffed while in the custody of the Boone County Sheriff's Office, consideration should be given, safety permitting, to placing the handcuffs in the front of the body to facilitate communication using sign language or writing.

335.6 TYPES OF ASSISTANCE AVAILABLE

Boone County Sheriff's Office members shall never refuse an available service to an individual with disabilities who is requesting assistance. The Office will not charge anyone to receive auxiliary aids, nor shall it require anyone to furnish their own auxiliary aid or service as a condition for receiving assistance. The Office will make every reasonable effort to provide equal access and timely assistance to disabled individuals through a variety of services.

Disabled individuals may choose to accept office-provided auxiliary aids or services or they may choose to provide their own.

Office-provided auxiliary aids or services may include, but are not limited to, the assistance methods described in this policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

335.7 AUDIO RECORDINGS AND ENLARGED PRINT

The Office may develop audio recordings to assist people who are blind or have a visual impairment with accessing important information. If such a recording is not available, members may read aloud from the appropriate form (e.g., a personnel complaint form) or provide forms with enlarged print.

335.8 QUALIFIED INTERPRETERS

A qualified interpreter may be needed in lengthy or complex transactions (e.g., interviewing a victim, witness, suspect or arrestee) if the individual to be interviewed normally relies on sign language or speechreading (lip-reading) to understand what others are saying. The qualified interpreter should not be a person with an interest in the case or the investigation. A person providing interpretation services may be required to establish the accuracy and trustworthiness of the interpretation in a court proceeding.

Qualified interpreters should be:

(a) Available within a reasonable amount of time but in no event longer than one hour if requested.

(b) Experienced in providing interpretation services related to law enforcement matters.

(c) Familiar with the use of VRS and/or video remote interpreting services.

(d) Certified in either American Sign Language (ASL) or Signed English (SE).

(e) Able to understand and adhere to the interpreter role without deviating into other roles, such as counselor or legal adviser.

(f) Knowledgeable of the ethical issues involved when providing interpreter services.

Members should use office-approved procedures to request a qualified interpreter at the earliest reasonable opportunity, and generally not more than 15 minutes after a request for an interpreter has been made or it is reasonably apparent that an interpreter is needed. No individual who is disabled shall be required to provide his/her own interpreter (28 CFR 35.160).

335.9 TTY AND RELAY SERVICES

In situations where an individual without a disability would have access to a telephone (e.g., booking or attorney contacts), members must also provide those who are deaf, are hard of hearing or have impaired speech the opportunity to place calls using an available TTY (also known as a telecommunications device for deaf people, or TDD). Members shall provide additional time, as needed, for effective communication due to the slower nature of TTY and TDD communications.

The Office will accept all TTY or TDD calls placed by those who are deaf or hard of hearing and received via a telecommunications relay service (28 CFR 35.162).

Note that relay services translate verbatim, so the conversation must be conducted as if speaking directly to the caller.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

335.10 COMMUNITY VOLUNTEERS

Interpreter services may be available from community volunteers who have demonstrated competence in communication services, such as ASL or SE, and have been approved by the Office to provide interpreter services.

Where qualified interpreters are unavailable to assist, approved community volunteers who have demonstrated competence may be called upon when appropriate. However, office members must carefully consider the nature of the contact and the relationship between the individual with the disability and the volunteer to ensure that the volunteer can provide neutral and unbiased assistance.

335.11 FAMILY AND FRIENDS

While family or friends may offer to assist with interpretation, members should carefully consider the circumstances before relying on such individuals. The nature of the contact and relationship between the individual with the disability and the person offering services must be carefully considered (e.g., victim/suspect).

Children shall not be relied upon except in emergency or critical situations when there is no qualified interpreter reasonably available.

Adults may be relied upon when (28 CFR 35.160):

(a) There is an emergency or critical situation and there is no qualified interpreter reasonably available.

(b) The person with the disability requests that the adult interpret or facilitate communication and the adult agrees to provide such assistance, and reliance on that adult for such assistance is reasonable under the circumstances.

335.12 REPORTING

Whenever any member of this office is required to complete a report or other documentation, and communication assistance has been provided, such services should be noted in the related report. Members should document the type of communication services utilized and whether the individual elected to use services provided by the Office or some other identified source. If the individual's express preference is not honored, the member must document why another method of communication was used.

All written communications exchanged in a criminal case shall be attached to the report or placed into evidence.

335.13 FIELD ENFORCEMENT

Field enforcement will generally include such contacts as traffic stops, pedestrian stops, serving warrants and restraining orders, crowd/traffic control and other routine field contacts that may involve individuals with disabilities. The scope and nature of these activities and contacts will inevitably vary.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The Office recognizes that it would be virtually impossible to provide immediate access to complete communication services to every member of this office. Members and/or supervisors must assess each situation and consider the length, complexity and importance of the communication, as well as the individual's preferred method of communication, when determining the type of resources to use and whether a qualified interpreter is needed.

Although not every situation can be addressed in this policy, it is important that members are able to effectively communicate the reason for a contact, the need for information and the meaning or consequences of any enforcement action. For example, it would be meaningless to verbally request consent to search if the deputy is unable to effectively communicate with an individual who is deaf or hard of hearing and requires communications assistance.

If available, deputies should obtain the assistance of a qualified interpreter before placing an individual with a disability under arrest. Individuals who are arrested and are assisted by service animals should be permitted to make arrangements for the care of such animals prior to transport.

335.13.1 FIELD RESOURCES

Examples of methods that may be sufficient for transactions, such as checking a license or giving directions to a location or for urgent situations such as responding to a violent crime in progress, may, depending on the circumstances, include such simple things as:

(a) Hand gestures or visual aids with an individual who is deaf, is hard of hearing or has impaired speech.

(b) Exchange of written notes or communications.

(c) Verbal communication with an individual who can speechread by facing the individual and speaking slowly and clearly.

(d) Use of computer, word processing, personal communication device or similar device to exchange texts or notes.

(e) Slowly and clearly speaking or reading simple terms to individuals who have a visual or mental impairment.

Members should be aware that these techniques may not provide effective communication as required by law and this policy depending on the circumstances.

335.14 CUSTODIAL INTERROGATIONS

In an effort to ensure that the rights of individuals who are deaf, are hard of hearing or have speech impairment are protected during a custodial interrogation, this office will provide interpreter services before beginning an interrogation, unless exigent circumstances exist or the individual has made a clear indication that he/she understands the process and desires to proceed without an interpreter. The use of a video remote interpreting service should be considered, where appropriate, if a live interpreter is not available. *Miranda* warnings shall be provided to suspects who are deaf or hard of hearing by a qualified interpreter or by providing a written *Miranda* warning card.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

In order to ensure that communications during custodial investigations are accurately documented and are admissible as evidence, interrogations should be recorded whenever reasonably possible. See guidance on recording custodial interrogations in the Investigation and Prosecution Policy.

335.15 ARRESTS AND BOOKINGS

If an individual with speech or hearing disabilities is arrested, the arresting deputy shall use office-approved procedures to provide a qualified interpreter at the place of arrest or booking as soon as reasonably practicable, unless the individual indicates that he/she prefers a different auxiliary aid or service or the deputy reasonably determines another effective method of communication exists under the circumstances. It shall be the responsibility of the Officer In Charge to designate a car to transport the interpreter to and from the necessary locations.

When gathering information during the booking process, members should remain alert to the impediments that often exist when communicating with those who are deaf, are hard of hearing, have impaired speech or vision, are blind or have other disabilities. In the interest of the arrestee's health and welfare, to protect the safety and security of the facility and to protect individual rights, it is important that accurate medical screening and booking information be obtained. If necessary, members should seek the assistance of a qualified interpreter whenever there is concern that accurate information cannot be obtained or that booking instructions may not be properly understood by the individual.

Individuals who require and possess personally owned communication aids (e.g., hearing aids, cochlear processors) should be permitted to retain them while in custody.

335.16 COMPLAINTS

The Office shall ensure that individuals with disabilities who wish to file a complaint regarding members of this office are able to do so. The Office may provide a qualified interpreter or forms in enlarged print, as appropriate. Complaints will be referred to the ADA coordinator.

Investigations into such complaints shall be handled in accordance with the Personnel Complaints Policy. Qualified interpreters used during the investigation of a complaint should not be members of this office.

335.17 COMMUNITY OUTREACH

Community outreach programs and other such services offered by this office are important to the ultimate success of more traditional law enforcement duties. This office will continue to work with community groups, local businesses and neighborhoods to provide equal access to such programs and services.

335.18 TRAINING

To ensure that all members who may have contact with disabled individuals are properly trained, the Office will provide periodic training that should include:

(a) Awareness and understanding of this policy and related procedures, related forms and available resources.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Procedures for accessing qualified interpreters and other available resources.

(c) Working with in-person and telephone interpreters and related equipment.

The Training Coordinator shall be responsible for ensuring new members receive training related to interacting with individuals who have disabilities, including those who are deaf, are hard of hearing, have impaired speech or vision or are blind. Those who may have contact with such individuals should receive refresher training at least once every two years thereafter. The Training Coordinator shall maintain records of all training provided and will retain a copy in each member's training file in accordance with the established records retention schedule.

335.18.1 CALL-TAKER TRAINING

Emergency call-takers shall be trained in the use of TTY equipment protocols for communicating with individuals who are deaf, are hard of hearing or have speech impairments. Such training and information should include:

(a) The requirements of the ADA and Section 504 of the Rehabilitation Act for telephone emergency service providers.

(b) ASL syntax and accepted abbreviations.

(c) Practical instruction on identifying and processing TTY or TDD calls, including the importance of recognizing silent TTY or TDD calls, and using proper syntax, abbreviations and protocol when responding to TTY or TDD calls.

(d) Hands-on experience in TTY and TDD communications, including identification of TTY or TDD tones.

Training should be mandatory for all the Communication Center members who may have contact with individuals from the public who are deaf, are hard of hearing or have impaired speech. Refresher training should occur every six months.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chaplains

336.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Boone County Sheriff's Office chaplains to provide counseling or emotional support to members of the Office, their families and members of the public.

See attachment: BCSO Chaplain Handbook.pdf

336.2 POLICY

The Boone County Sheriff's Office shall ensure that office chaplains are properly appointed, trained and supervised to carry out their responsibilities without financial compensation.

336.3 ELIGIBILITY

Requirements for participation as a chaplain for the Office may include, but are not limited to:

(a) Being above reproach, temperate, prudent, respectable, hospitable, able to teach, free from addiction to alcohol or other drugs, and free from excessive debt.

(b) Managing his/her household, family and personal affairs well.

(c) Having a good reputation in the community.

(d) Successful completion of an appropriate-level background investigation.

(e) Law Enforcement chaplains should have a minimum of a bachelor’s degree in a field related to chaplaincy and a minimum of five years of successful counseling experience.

(f) Possession of a valid driver’s license.

The Sheriff may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

336.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Boone County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this office.

All applicants shall be required to meet and pass the same pre-employment procedures as office personnel before appointment.

336.4.1 RECRUITMENT

Chaplains should be recruited on a continuous and ongoing basis consistent with office policy on equal opportunity and non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Office in serving the public. Chaplain candidates are encouraged to participate in ride-alongs with office members before and during the selection process.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

336.4.2 SELECTION AND APPOINTMENT

Chaplain candidates shall successfully complete the following process prior to appointment as a chaplain:

(a) Submit the appropriate written application.

(b) Include a recommendation from employers or volunteer programs.

(c) Interview with the Sheriff and the chaplain coordinator.

(d) Successfully complete an appropriate-level background investigation.

(e) Complete an appropriate probationary period as designated by the Sheriff.

Chaplains are volunteers and serve at the discretion of the Sheriff. Chaplains shall have no property interest in continued appointment. However, if a chaplain is removed for alleged misconduct, the chaplain will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

336.5 IDENTIFICATION AND UNIFORMS

As representatives of the Office, chaplains are responsible for presenting a professional image to the community. Chaplains shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each chaplain. Identification symbols worn by chaplains shall be different and distinct from those worn by deputies through the inclusion of "Chaplain" on the uniform. Chaplain uniforms shall not reflect any religious affiliation.

Chaplains will be issued Boone County Sheriff's Office identification cards, which must be carried at all times while on-duty. The identification cards will be the standard Boone County Sheriff's Office identification cards, with the exception that “Chaplain” will be indicated on the cards. Chaplains shall be required to return any issued uniforms or office property at the termination of service.

Chaplains shall conform to all uniform regulations and appearance standards of this.

336.6 CHAPLAIN COORDINATOR

The Sheriff shall delegate certain responsibilities to a chaplain coordinator. The coordinator shall be appointed by and directly responsible to the Chief Deputy or the authorized designee.

The chaplain coordinator shall serve as the liaison between the chaplains and the Sheriff. The function of the coordinator is to provide a central coordinating point for effective chaplain management within the Office, and to direct and assist efforts to jointly provide more productive chaplain services. Under the general direction of the Sheriff or the authorized designee, chaplains shall report to the chaplain coordinator and/or Shift Supervisor.

The chaplain coordinator may appoint a senior chaplain or other designee to assist in the coordination of chaplains and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Recruiting, selecting and training qualified chaplains.

(b) Conducting chaplain meetings.

(c) Establishing and maintaining a chaplain callout roster.

(d) Maintaining records for each chaplain.

(e) Tracking and evaluating the contribution of chaplains.

(f) Maintaining a record of chaplain schedules and work hours.

(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

(i) Maintaining a liaison with other agency chaplain coordinators.

An evaluation of the overall use of chaplains will be conducted on an annual basis by the coordinator.

336.7 DUTIES AND RESPONSIBILITIES

Chaplains assist the Office, its members and the community, as needed. Assignments of chaplains will usually be to augment the Enforcement Division, but chaplains may be assigned to other areas within the Office as needed. Chaplains should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Office.

All chaplains will be assigned to duties by the chaplain coordinator or the authorized designee.

Chaplains may not proselytize or attempt to recruit members of the Office or the public into a religious affiliation while representing themselves as chaplains with this office. If there is any question as to the receiving person’s intent, chaplains should verify that the person is desirous of spiritual counseling or guidance before engaging in such discussion.

Chaplains may not accept gratuities for any service, or any subsequent actions or follow-up contacts that were provided while functioning as a chaplain for the Boone County Sheriff's Office.

336.7.1 COMPLIANCE

Chaplains are volunteer members of this office, and except as otherwise specified within this policy, are required to comply with the Volunteers Policy and other applicable policies.

336.7.2 OPERATIONAL GUIDELINES

(a) Chaplains will be scheduled to be on-call for a 24-hour period.

(b) Chaplains shall furnish their own transportation

(c) Chaplains shall be permitted to ride with deputies during any shift and observe Boone County Sheriff's Office operations, provided the Shift Supervisor has been notified and has approved the activity.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) During a ride-a-long, the officer is in charge and responsible for all details assigned, and the chaplain shall follow the orders and wishes of that officer, the officer in charge, or other ranking officers.

(e) The jail chaplain is to follow the directions of the Jail Commander or Jail Correction Officers.

(f) Chaplains are expected to do a ride–along at least once every three months.

(g) Chaplains shall not be evaluators of members of the Office.

(h) In responding to incidents, a chaplain shall never function as a deputy.

(i) When responding to in-progress calls for service, chaplains may be required to stand-by in a secure area until the situation has been deemed safe.

(j) Chaplains shall serve only within the jurisdiction of the Boone County Sheriff's Office unless otherwise authorized by the Sheriff or the authorized designee.

(k) Each chaplain shall have access to current office member rosters, addresses, telephone numbers, duty assignments and other information that may assist in his/her duties. Such information will be considered confidential and each chaplain will exercise appropriate security measures to prevent unauthorized access to the data.

Boone County Sheriff's Office Procedure Manual: CHAPLAIN DEATH NOTIFICATION PROCEDURE

Boone County Sheriff's Office Procedure Manual: CHAPLAIN BARRICADED PERSONS OR HOSTAGE SITUATION PROCEDURE

Boone County Sheriff's Office Procedure Manual: CHAPLAIN RIDE-ALONG PROGRAM

336.7.3 ASSISTING OFFICE MEMBERS

The responsibilities of a chaplain related to office members include, but are not limited to:

(a) Assisting in making notification to families of members who have been seriously injured or killed and, after notification, responding to the hospital or home of the member.

(b) Visiting sick or injured members in the hospital or at home.

(c) Attending and participating, when requested, in funerals of active or retired members.

(d) Serving as a resource for members who are dealing with the public during significant incidents (e.g., accidental deaths, suicides, suicidal subjects, serious accidents, drug and alcohol abuse).

(e) Providing counseling and support for members and their families.

(f) Being alert to the needs of members and their families.

336.7.4 ASSISTING THE OFFICE

The responsibilities of a chaplain related to this office include, but are not limited to:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Assisting members in defusing a conflict or incident, when requested.

(b) Responding to any significant incident (e.g., natural and accidental deaths, suicides and attempted suicides, family disturbances) in which the Shift Supervisor or supervisor believes the chaplain could assist in accomplishing the mission of the Office.

(c) Responding to all major disasters, such as natural disasters, bombings and similar critical incidents.

(d) Being on-call and, if possible, on-duty during major demonstrations or any public function that requires the presence of a large number of office members.

(e) Attending office and academy graduations, ceremonies and social events and offering invocations and benedictions, as requested.

(f) Participating in in-service training classes.

(g) Training others to enhance the effectiveness of the Office.

336.7.5 ASSISTING THE COMMUNITY

The duties of a chaplain related to the community include, but are not limited to:

(a) Fostering familiarity with the role of law enforcement in the community.

(b) Providing an additional link between the community, other chaplain coordinators and the Office.

(c) Providing a liaison with various civic, business and religious organizations.

(d) Promptly facilitating requests for representatives or leaders of various denominations.

(e) Assisting the community in any other function, as needed or requested.

(f) Making referrals in cases where specialized attention is needed or in cases that are beyond the chaplain's ability to assist.

336.7.6 CHAPLAIN MEETINGS

All chaplains are required to attend scheduled meetings. Any absences must be satisfactorily explained to the chaplain coordinator.

336.8 PRIVILEGED COMMUNICATIONS

No person who provides chaplain services to members of the Office may work or volunteer for the Boone County Sheriff's Office in any capacity other than that of chaplain.

Office chaplains shall be familiar with state evidentiary laws and rules pertaining to the limits of the clergy-penitent, psychotherapist-patient and other potentially applicable privileges and shall inform members when it appears reasonably likely that the member is discussing matters that are not subject to privileged communications. In such cases, the chaplain should consider referring the member to a non-office counseling resource.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

No chaplain shall provide counsel to or receive confidential communications from any Boone County Sheriff's Office member concerning an incident personally witnessed by the chaplain or concerning an incident involving the chaplain.

336.9 TRAINING

The Office will establish a minimum number of training hours and standards for office chaplains. The training, as approved by the Training Coordinator, may include:

- Stress management
- Death notifications
- Symptoms of post-traumatic stress
- Burnout for members of law enforcement and chaplains
- Legal liability and confidentiality
- Ethics
- Responding to crisis situations
- The law enforcement family
- Substance abuse
- Deputy injury or death
- Sensitivity and diversity

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Public Safety Video Surveillance System

337.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of office public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Office. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Office.

337.2 POLICY

The Boone County Sheriff's Office operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the County to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist County officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

337.3 OPERATIONAL GUIDELINES

Only office-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Sheriff or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

337.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Sheriff should confer with other affected County divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation or other obstructions, should also be evaluated when determining placement.

Cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public safety video surveillance system may be useful for the following purposes:

(a) To prevent, deter and identify criminal activity.

(b) To target identified areas of gang and narcotics complaints or activity.

(c) To respond to critical incidents.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) To assist in identifying, apprehending and prosecuting offenders.

(e) To document deputy and offender conduct during interactions to safeguard the rights of the public and deputies.

(f) To augment resources in a cost-effective manner.

(g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Shift Supervisor’s office and the Communication Center. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding deputies in a timely manner. The Shift Supervisor or trained the Communication Center personnel are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Sheriff may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than sheriff's personnel, such as allied government agencies, road or traffic crews or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination or retention is prohibited.

337.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under sheriff's surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

337.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Office may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of office strategy.

The Office should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems, video enhancement or other analytical technology, requires additional safeguards.

337.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members follow office policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

337.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

(a) Date and time access was given.

(b) Name and agency of the person being given access to the images.

(c) Name of person authorizing access.

(d) Identifiable portion of images viewed.

337.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target protected individual characteristics including, but not limited to race, ethnicity, national origin, religion, disability, gender or sexual orientation.

Video surveillance equipment shall not be used to harass, intimidate or discriminate against any individual or group.

337.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule.

337.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

337.6 RELEASE OF VIDEO IMAGES

All recorded video images gathered by the public safety video surveillance equipment are for the official use of the Boone County Sheriff's Office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Requests for recorded video images from the public or the media shall be processed in the same manner as requests for office public records.

Requests for recorded images from other law enforcement agencies shall be referred to the Shift Supervisor for release in accordance with a specific and legitimate law enforcement purpose.

Recorded video images that are the subject of a court order or subpoena shall be processed in accordance with the established office subpoena process.

337.7 VIDEO SURVEILLANCE AUDIT

The Sheriff or the authorized designee will conduct an annual review of the public safety video surveillance system. The review should include an analysis of the cost, benefit and effectiveness of the system, including any public safety issues that were effectively addressed or any significant prosecutions that resulted, and any systemic operational or administrative issues that were identified, including those related to training, discipline or policy.

The results of each review shall be appropriately documented and maintained by the Sheriff or the authorized designee and other applicable advisory bodies. Any recommendations for training or policy should be promptly addressed.

337.8 TRAINING

All office members authorized to operate or access public safety video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Child and Dependent Adult Safety

338.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that children and dependent adults are not left without appropriate care in the event their caregiver or guardian is arrested or otherwise prevented from providing care due to actions taken by members of this office.

This policy does not address the actions to be taken during the course of a child abuse or dependent adult investigation. These are covered in the Child Abuse and Adult Abuse policies.

338.2 POLICY

It is the policy of this office to mitigate, to the extent reasonably possible, the stressful experience individuals may have when their parent or caregiver is arrested. The Boone County Sheriff's Office will endeavor to create a strong, cooperative relationship with local, state and community-based social services to ensure an effective, collaborative response that addresses the needs of those affected, including call-out availability and follow-up responsibilities.

338.3 PROCEDURES DURING AN ARREST

When encountering an arrest or prolonged detention situation, deputies should make reasonable attempts to determine if the arrestee is responsible for children or dependent adults. In some cases this may be obvious, such as when children or dependent adults are present. However, deputies should inquire if the arrestee has caregiver responsibilities for any children or dependent adults who are without appropriate supervision. The following steps should be taken:

(a) Inquire about and confirm the location of any children or dependent adults.

(b) Look for evidence of children and dependent adults. Deputies should be mindful that some arrestees may conceal the fact that they have a dependent for fear the individual may be taken from them.

(c) Consider inquiring of witnesses, neighbors, friends and relatives of the arrestee as to whether the person is responsible for a child or dependent adult.

Whenever reasonably possible, deputies should consider reasonable alternatives to arresting a parent, guardian or caregiver in the presence of his/her child or dependent adult.

Whenever it is safe to do so, deputies should allow the parent or caregiver to assure children or dependent adults that they will be provided care. If this is not safe or if the demeanor of the parent or caregiver suggests this conversation would be nonproductive, the deputy at the scene should explain the reason for the arrest in age-appropriate language and offer reassurance to the child or dependent adult that he/she will receive appropriate care.

338.3.1 AFTER AN ARREST

Whenever an arrest is made, the deputy should take all reasonable steps to ensure the safety of the arrestee’s disclosed or discovered children or dependent adults.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Deputies should allow the arrestee reasonable time to arrange for care of children and dependent adults. Temporary placement with family or friends may be appropriate. However, any decision should give priority to a care solution that is in the best interest of the child or dependent adult. In such cases the following guidelines should be followed:

(a) Allow the person reasonable time to arrange for the care of children and dependent adults with a responsible party, as appropriate.

    1. Deputies should consider allowing the person to use his/her cell phone to facilitate arrangements through access to contact phone numbers, and to lessen the likelihood of call screening by the recipients due to calls from unknown sources.

(b) Unless there is evidence that it would not be in the dependent person’s best interest (e.g., signs of abuse, drug use, unsafe environment),deputies should respect the parent or caregiver’s judgment regarding arrangements for care. It is generally best if the child or dependent adult remains with relatives or family friends that he/she knows and trusts because familiarity with surroundings and consideration for comfort, emotional state and safety are important.

    1. Except when a court order exists limiting contact, the deputy should attempt to locate and place children or dependent adults with the non-arrested parent, guardian or caregiver.

(c) Provide for the immediate supervision of children or dependent adults until an appropriate caregiver arrives.

(d) Notify the Department of Child Services or Adult Protective Services, if appropriate.

(e) Notify the field supervisor or Shift Supervisor of the disposition of children or dependent adults.

If children or dependent adults are at school or another known location outside the household at the time of arrest, the arresting deputy should attempt to contact the school or other known location and inform the principal or appropriate responsible adult of the caregiver’s arrest and of the arrangements being made for the care of the arrestee’s dependent. The result of such actions should be documented in the associated report.

338.3.2 DURING THE BOOKING PROCESS

During the booking process, the arrestee should be allowed to make telephone calls to arrange for the care of any child or dependent adult in accordance with the Temporary Custody of Adults Policy.

If an arrestee is unable to arrange for the care of any child or dependent adult through this process or circumstances prevent them from making such arrangements (e.g., their behavior prevents reasonable accommodations for making necessary calls), a supervisor should be contacted to determine the appropriate steps to arrange for care. These steps may include additional telephone calls or contacting a local, county or state services agency.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

338.3.3 REPORTING

(a) For all arrests where children are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Special needs (e.g., medical, mental health)
5. How, where and with whom or which agency the child was placed
6. Identities and contact information for other potential caregivers
7. Notifications made to other adults (e.g., schools, relatives

(b) For all arrests where dependent adults are present or living in the household, the reporting member will document the following information:

1. Name
2. Sex
3. Age
4. Whether the person reasonably appears able to care for him/herself
5. Disposition or placement information if he/she is unable to care for him/herself

338.3.4 SUPPORT AND COUNSELING REFERRAL

If, in the judgment of the handling deputies, the child or dependent adult would benefit from additional assistance, such as counseling services, contact with a victim advocate or a crisis response telephone number, the appropriate referral information may be provided.

338.4 DEPENDENT WELFARE SERVICES

Whenever an arrestee is unwilling or incapable of arranging for the appropriate care of any child or dependent adult, the handling deputy should contact the appropriate welfare service or other office-approved social service agency to determine whether protective custody is appropriate.

Only when other reasonable options are exhausted should a child or dependent adult be transported to the sheriff's facility, transported in a marked law enforcement vehicle or taken into formal protective custody.

Under no circumstances should a child or dependent adult be left unattended or without appropriate care.

338.5 TRAINING

The Training Coordinator is responsible for ensuring that all members of this office who may be involved in arrests affecting children or dependent adults receive approved training on effective safety measures when a parent, guardian or caregiver is arrested.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Service Animals

339.1 PURPOSE AND SCOPE

The purpose of this policy is to provide the guidelines necessary to ensure that the rights of individuals who use service animals to assist with disabilities are protected in accordance with Title II of the Americans with Disabilities Act of 1990 (ADA).

339.1.1 DEFINITIONS

Definitions related to this policy include:

Service animal - A dog that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. The work or tasks performed by a service animal must be directly related to the individual's disability (28 CFR 35.104; I.C. § 16-32-3-1.5).

Service animal also includes a miniature horse if the horse is trained to do work or perform tasks for people with disabilities, provided the horse is housebroken, is under the handler’s control, the facility can accommodate the horse’s type, size and weight, and the horse’s presence will not compromise legitimate safety requirements necessary for safe operation of the facility (28 CFR 35.136(i)).

339.2 POLICY

It is the policy of the Boone County Sheriff's Office to provide services and access to persons with service animals in the same manner as those without service animals. Office members shall protect the rights of persons assisted by service animals in accordance with state and federal law.

339.3 IDENTIFICATION AND USE OF SERVICE ANIMALS

Some service animals may be readily identifiable. However, many do not have a distinctive symbol, harness or collar.

Service animals may be used in a number of ways to provide assistance, including:

- Guiding people who are blind or have low vision.
- Alerting people who are deaf or hard of hearing.
- Retrieving or picking up items, opening doors or flipping switches for people who have limited use of their hands, arms or legs.
- Pulling wheelchairs.
- Providing physical support and assisting with stability and balance.
- Doing work or performing tasks for persons with traumatic brain injury, intellectual disabilities or psychiatric disabilities, such as reminding a person with depression to take medication.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Alerting a person with anxiety to the onset of panic attacks, providing tactile stimulation to calm a person with post-traumatic stress disorder, assisting people with schizophrenia to distinguish between hallucinations and reality, and helping people with traumatic brain injury to locate misplaced items or follow daily routines.

339.4 MEMBER RESPONSIBILITIES

Service animals that are assisting individuals with disabilities are permitted in all public facilities and areas where the general public is allowed. Office members are expected to treat individuals with service animals with the same courtesy and respect that the Boone County Sheriff's Office affords to all members of the public (28 CFR 35.136).

339.4.1 INQUIRY

If it is apparent or if a member is aware that an animal is a service animal, the individual generally should not be asked any questions as to the status of the animal. If it is unclear whether an animal meets the definition of a service animal, the member should ask the individual only the following questions (28 CFR 35.136(f)):

- Is the animal required because of a disability?
- What task or service has the service animal been trained to perform?

If the individual explains that the animal is required because of a disability and has been trained to work or perform at least one task, the animal meets the definition of a service animal and no further questions as to the animal’s status should be asked. The individual should not be questioned about his/her disability nor should the person be asked to provide any license, certification or identification card for the service animal.

339.4.2 CONTACT

Service animals are not pets. Office members should not interfere with the important work performed by a service animal by talking to, petting or otherwise initiating contact with a service animal.

339.4.3 REMOVAL

If a service animal is not housebroken or exhibits vicious behavior, poses a direct threat to the health of others, or unreasonably disrupts or interferes with normal business operations, a deputy may direct the handler to remove the animal from the premises. Barking alone is not a threat nor does a direct threat exist if the person takes prompt, effective action to control the service animal (28 CFR 35.136(b)).

Each incident must be considered individually and past incidents alone are not cause for excluding a service animal. Removal of a service animal may not be used as a reason to refuse service to an individual with disabilities. Members of this office are expected to provide all services that are reasonably available to an individual with a disability, with or without a service animal.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

339.4.4 COMPLAINTS

When handling calls of a complaint regarding a service animal, members of this office should remain neutral and should be prepared to explain the ADA requirements concerning service animals to the concerned parties. Businesses are required to allow service animals to accompany their handlers into the same areas that other customers or members of the public are allowed (28 CFR 36.302).

Absent a violation of law independent of the ADA, deputies should take no enforcement action beyond keeping the peace. Individuals who believe they have been discriminated against as a result of a disability should be referred to the Civil Rights Division of the U.S. Department of Justice (DOJ).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Volunteers

340.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Boone County Sheriff's Office volunteers to supplement and assist office personnel in their duties. Trained volunteers are members who can augment office personnel and help complete various tasks.

340.1.1 DEFINITIONS

Definitions related to this policy include:

Volunteer - An individual who performs a service for the Office without promise, expectation or receipt of compensation for services rendered. This may include unpaid chaplains, interns, persons providing administrative support, and Citizen's Academy graduates, among others.

Reserve deputies are covered in the Reserve Deputies Policy.

340.2 POLICY

The Boone County Sheriff's Office shall ensure that volunteers are properly appointed, trained and supervised to carry out specified tasks and duties in order to create an efficient office and improve services to the community.

340.3 ELIGIBILITY

Requirements for participation as a volunteer for the Office may include, but are not limited to:

(a) Residency in the County of Boone County Sheriff's Office.

(b) Being at least 18 years of age for all positions other than Explorer.

(c) Being at least 14 years of age for Explorer.

(d) Possession of a valid driver’s license if the position requires vehicle operation.

(e) Possession of liability insurance for any personally owned equipment, vehicles or horses utilized during volunteer work.

(f) No conviction of a felony, any crime of a sexual nature or against children, any crime related to assault or violence, any crime related to dishonesty, or any crime related to impersonating a law enforcement officer.

(g) No conviction of a misdemeanor crime within the past 10 years, excluding petty misdemeanor traffic offenses.

(h) No mental illness or chemical dependency condition that may adversely affect the person’s ability to serve in the position.

(i) Ability to meet physical requirements reasonably appropriate to the assignment.

(j) A personal background history and character suitable for a person representing the Office, as validated by a background investigation.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The Sheriff may allow exceptions to these eligibility requirements based on organizational needs and the qualifications of the individual.

340.4 RECRUITMENT, SELECTION AND APPOINTMENT

The Boone County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this office.

340.4.1 RECRUITMENT

Volunteers should be recruited on a continuous and ongoing basis consistent with office policy on equal opportunity, non-discriminatory employment. A primary qualification for participation in the application process should be an interest in and an ability to assist the Office in serving the public.

Requests for volunteers should be submitted in writing by interested office members to the appropriate division commander through the requester’s immediate supervisor. A complete description of the volunteer’s duties and a requested time frame should be included in the request. All office members should understand that the recruitment of volunteers is enhanced by creative and interesting assignments. The Commander may withhold assignment of any volunteer until such time as the requester is prepared to make effective use of volunteer resources.

340.4.2 SELECTION

Volunteer candidates shall successfully complete the following process prior to appointment as a volunteer:

(a) Submit the appropriate written application.

(b) Interview with the volunteer coordinator.

(c) Successfully complete an appropriate-level background investigation.

340.4.3 APPOINTMENT

Service as a volunteer with the Office shall begin with an official notice of acceptance or appointment by the Sheriff or the authorized designee. Notice may only be given by an authorized representative of the Office, who will normally be the volunteer coordinator.

No volunteer should begin any assignment until he/she has been officially accepted for that position and has completed all required screening and paperwork. At the time of final acceptance, each volunteer should complete all required enrollment paperwork and will receive a copy of the position description and agreement of service with the Office.

All volunteers shall receive a copy of the volunteer orientation materials and shall be required to sign a volunteer agreement. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Office.

Volunteers serve at the discretion of the Sheriff.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

340.5 IDENTIFICATION AND UNIFORMS

As representatives of the Office, volunteers are responsible for presenting a professional image to the community. Volunteers shall dress appropriately for the conditions and performance of their duties. Uniforms and necessary safety equipment will be provided for each volunteer. Identification symbols worn by volunteers shall be different and distinct from those worn by deputies or other members of this office through the inclusion of "Volunteer" on the uniform.

Volunteers will be issued Boone County Sheriff's Office identification cards, which must be carried at all times while on-duty.

340.6 PERSONNEL WORKING AS VOLUNTEERS

Qualified regular office personnel, when authorized, may also serve as volunteers. However, this office shall not utilize the services of volunteers in such a way that it would violate employment laws or employee bargaining agreements (e.g., a detention deputy participating as a volunteer for reduced or no pay) (29 CFR 553.30).

340.7 VOLUNTEER COORDINATOR

The Sheriff shall delegate certain responsibilities to a volunteer coordinator. The coordinator shall be appointed by and directly responsible to the Administration Commander or the authorized designee.

The volunteer coordinator shall serve as the liaison between the volunteers and the Sheriff. The function of the coordinator is to provide a central coordinating point for effective volunteer management within the Office, and to direct and assist efforts to jointly provide more productive volunteer services. Under the general direction of the Sheriff or the authorized designee, volunteers shall report to the volunteer coordinator and/or Shift Supervisor.

The volunteer coordinator may appoint a senior volunteer or other designee to assist in the coordination of volunteers and their activities.

The responsibilities of the coordinator or the authorized designee include, but are not limited to:

(a) Recruiting, selecting and training qualified volunteers.

(b) Conducting volunteer meetings.

(c) Establishing and maintaining a volunteer callout roster.

(d) Maintaining records for each volunteer.

(e) Tracking and evaluating the contribution of volunteers.

(f) Maintaining a record of volunteer schedules and work hours.

(g) Completing and disseminating, as appropriate, all necessary paperwork and information.

(h) Planning periodic recognition events.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(i) Maintaining a liaison with other community programs that use volunteers and assisting in community-wide efforts to recognize and promote volunteering.

(j) Maintaining volunteer orientation and training materials and outlining expectations, policies and responsibilities for all volunteers.

An evaluation of the overall use of volunteers will be conducted on an annual basis by the coordinator.

340.8 DUTIES AND RESPONSIBILITIES

Volunteers assist office personnel as needed. Volunteers should be placed only in assignments or programs that are consistent with their knowledge, skills and abilities and the needs of the Office.

All volunteers will be assigned to duties by the appropriate Division Commander.

340.8.1 COMPLIANCE

Volunteers shall be required to adhere to all office policies and procedures. A copy of the policies and procedures will be made available to each volunteer upon appointment. The volunteer shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to regular office personnel, it shall also apply to a volunteer, unless by its nature it is inapplicable.

Volunteers are required by this office to meet office-approved training requirements as applicable to their assignments.

340.8.2 VOLUNTEER MEETINGS

All volunteers are required to attend scheduled meetings. Any absences must be satisfactorily explained to the volunteer coordinator.

340.9 TASK-SPECIFIC TRAINING

Task-specific training is intended to provide the required instruction and practice for volunteers to properly and safely perform their assigned duties. A volunteer's training shall correspond to their assignment as determined by the volunteer coordinator.

Volunteers will be provided with an orientation program to acquaint them with the policies of the Office and law enforcement procedures applicable to their assignments.

Volunteers shall receive position-specific training to ensure they have adequate knowledge and skills to complete the required tasks, and should receive ongoing training as deemed appropriate by their supervisors or the volunteer coordinator.

Training should reinforce to volunteers that they shall not intentionally represent themselves as, or by omission infer that they are, deputies or other full-time members of the Office. They shall always represent themselves as volunteers.

All volunteers shall comply with the rules of conduct and with all applicable orders and directives, either oral or written, issued by the Office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

340.9.1 VOLUNTEER TRAINING MATERIALS

Each new volunteer will be issued volunteer training materials. The materials outline the subject matter and skills necessary to properly function as a volunteer with the Boone County Sheriff's Office. The volunteer shall become knowledgeable of the subject matter and proficient with the skills as set forth in the training materials.

340.10 SUPERVISION

Each volunteer must have a clearly identified supervisor who is responsible for direct management of that volunteer. This supervisor will be responsible for day-to-day management and guidance of the work of the volunteer and should be available to the volunteer for consultation and assistance.

Functional supervision of volunteers is the responsibility of the supervisor in charge of the volunteer's assigned duties. The following are some considerations that supervisors should keep in mind while supervising volunteers:

(a) Take the time to introduce volunteers to members on all levels.

(b) Ensure volunteers have work space and necessary office supplies.

(c) Make sure the work is challenging. Do not hesitate to give volunteers an assignment or task that will tap these valuable resources.

A volunteer may be assigned as a supervisor of other volunteers, provided that the supervising volunteer is under the direct supervision of an employee of the Boone County Sheriff's Office.

340.10.1 FITNESS FOR DUTY

No volunteer shall report for work or be at work when his/her judgment or physical condition has been impaired due to illness or injury, or by the use of alcohol or drugs, whether legal or illegal.

Volunteers shall report to their supervisors any change in status that may affect their ability to fulfill their duties. This includes, but is not limited to, the following:

(a) Driver's license

(b) Medical condition

(c) Arrests

(d) Criminal investigations

(e) All law enforcement contacts

340.11 INFORMATION ACCESS

With appropriate security clearance, a volunteer may have access to or be in the vicinity of criminal histories, investigative files or information portals. Unless otherwise directed by a supervisor, the duties of the position or office policy, all such information shall be considered confidential. Only that information specifically identified and approved by authorized members shall be released. Confidential information shall be given only to persons who have a need and a right to know as determined by office policy and supervisory personnel.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

A volunteer whose assignment requires the use of, or access to, confidential information will be required to have his/her fingerprints submitted to the Indiana State Police Electronic Fingerprinting Network (INkless) to obtain clearance. Volunteers working this type of assignment will receive training in data practices and be required to sign a nondisclosure agreement before being given an assignment with the Office. Subsequent unauthorized disclosure of any confidential information verbally, in writing or by any other means by the volunteer is grounds for immediate dismissal and possible criminal prosecution.

Volunteers shall not address public gatherings, appear on radio or television, prepare any article for publication, act as correspondents to newspapers or other periodicals, release or divulge any information concerning the activities of the Office, or maintain that they represent the Office in such matters without permission from the proper office personnel.

340.11.1 RADIO AND MDT USAGE

Volunteers shall successfully complete state and federal database access training and radio procedures training prior to using sheriff's radios or MDTs and shall comply with all related provisions. The volunteer coordinator should ensure that radio and database access training is provided for volunteers whenever necessary.

340.12 EQUIPMENT

Any property or equipment issued by the Office shall be for official and authorized use only. Any property or equipment issued to a volunteer shall remain the property of the Office and shall be returned at the termination of service.

340.12.1 VEHICLE USE

Any volunteer who operates any vehicle while acting in the capacity of a volunteer shall receive training in safe driving and defensive driving. The specific training and course of study shall be determined by the volunteer coordinator.

Volunteers assigned to duties that require the use of a vehicle must first complete:

(a) A driving safety briefing and office-approved driver safety course.

(b) Verification that the volunteer possesses a valid driver’s license.

(c) Verification that the volunteer carries current vehicle insurance.

The coordinator should ensure that all volunteers receive safety briefing updates and license and insurance verification at least once a year.

When operating office vehicles, volunteers shall obey all rules of the road, including seat belt requirements.

Volunteers should not operate a marked law enforcement vehicle unless there is a prominently placed sign indicating that the vehicle is out of service.

Volunteers are not authorized to operate office vehicles under emergency conditions (lights and siren).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

340.13 DISCIPLINARY PROCEDURES/TERMINATION

If a volunteer has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

Volunteers are considered at-will and may be removed from service at the discretion of the Sheriff, with or without cause. Volunteers shall have no property interest in their continued appointments. However, if a volunteer is removed for alleged misconduct, the volunteer will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

Volunteers may resign from volunteer service with the Office at any time. It is requested that volunteers who intend to resign provide advance notice and a reason for their decision.

340.13.1 EXIT INTERVIEWS

The volunteer coordinator should conduct exit interviews, where possible. These interviews should ascertain why the volunteer is leaving the position and should solicit the volunteer's suggestions on improving the position. When appropriate, an exit interview should also include a discussion on the possibility of involvement in some other capacity with the Office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Native American Graves Protection and Repatriation

341.1 PURPOSE AND SCOPE

This policy is intended to ensure the protection and security of ancient or historic grave sites, including notification of personnel responsible for cultural items, in compliance with the Native American Graves Protection and Repatriation Act (NAGPRA) (25 USC § 3001 et seq.).

341.1.1 DEFINITIONS

Definitions related to this policy include (43 CFR 10.2):

Funerary objects - Objects that, as part of the death rite or ceremony of a Native American culture, are reasonably believed to have been placed intentionally at the time of death or later with or near individual human remains. Funerary objects are either associated funerary objects or unassociated funerary objects.

Associated funerary objects are any funerary objects related to removed human remains, where the location of the human remains is known. This includes objects that were made exclusively for burial purposes or to contain human remains, regardless of the physical location or existence of any related human remains.

Unassociated funerary objects are any other funerary objects that are identified by a preponderance of the evidence such as:

- Related to human remains but the remains were not removed, or the location of the remains is unknown.
- Related to specific individuals or families.
- Removed from specific burial sites with Native American cultural affiliation.
- Removed from an area where such burial sites are known to have existed, but the site no longer exists.

Native American human remains - Any physical part of the body of a Native American individual.

Objects of cultural patrimony - Objects having ongoing historical, traditional, or cultural importance that is central to the Native American group or culture itself and, therefore, cannot be appropriated or conveyed by any individual, including members of the Native American group or Native Hawaiian organization. Such objects must have been considered inalienable by the Native American group at the time the object was separated from the group.

Sacred objects - Specific ceremonial objects needed by traditional Native American religious leaders for the practice of traditional Native American religions.

341.2 POLICY

It is the policy of the Boone County Sheriff's Office that the protection of Native American human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

objects, or objects of cultural patrimony is the responsibility of all members. Such protection includes minimizing destruction, contamination, inadvertent disruption, or complicated custody transfer processes.

341.3 COMPLIANCE WITH THE NATIVE AMERICAN GRAVES PROTECTION AND REPATRIATION ACT

Upon discovery or arrival upon a scene where it reasonably appears that a Native American grave, human remains, funerary objects, associated funerary objects, unassociated funerary objects, sacred objects, or objects of cultural patrimony are exposed or otherwise unsecured, members shall secure the site in the same manner as a crime scene. All activity at the scene other than scene preservation activity must cease (43 CFR 10.5).

No photography or video recording may be permitted by the media or any group or individual who may wish to exhibit the remains.

Without delay, the appropriate agency or group shall be notified to respond and take control of the scene. These include the following (43 CFR 10.5):

- Federal land - Appropriate agency at the U.S. Department of the Interior or U.S. Department of Agriculture
- State land - Indiana Department of Natural Resources, Natural Resources Commission
- Tribal land - Responsible Indian tribal official

341.4 EVIDENCE AND PROPERTY

If the location has been investigated as a possible homicide scene prior to identification as a NAGPRA site, investigators shall work with other appropriate agencies and individuals to ensure the proper transfer and repatriation of any material collected. Members shall ensure that any remains or artifacts located at the site are expediently processed (43 CFR 10.7).

341.5 TREATMENT AND DISPOSITION OF HUMAN REMAINS

This office shall cooperate with other government agencies, the Indiana Department of Natural Resources, and the Indiana Division of Historic Preservation and Archeology to carry out any provisions of state law (312 I.A.C. 22-3-9).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Off-Duty Law Enforcement Actions

342.1 PURPOSE AND SCOPE

This policy is intended to provide guidelines for deputies of the Boone County Sheriff's Office with respect to taking law enforcement action while off-duty.

342.2 POLICY

It is the policy of the Boone County Sheriff's Office that deputies generally should not initiate law enforcement action while off-duty. Deputies are not expected to place themselves in unreasonable peril and should first consider reporting and monitoring the activity. However, any deputy who becomes aware of an incident or circumstance that he/she reasonably believes poses an imminent threat of serious bodily injury or death, or significant property damage or loss, may take reasonable action to minimize or eliminate the threat.

342.3 DECISION TO INTERVENE

There is no legal requirement for off-duty deputies to take law enforcement action. Deputies should consider waiting for on-duty uniformed law enforcement personnel to arrive and while gathering as much accurate intelligence as possible, instead of immediately intervening. However, if a deputy decides to intervene, he/she must evaluate whether the action is necessary or desirable, and should take into consideration:

(a) The potential to be misidentified by other law enforcement personnel.

(b) The potential to be misidentified by members of the public, who may be armed or who may take action.

(c) The tactical disadvantage of being alone and the possibility of multiple or hidden suspects.

(d) Limited off-duty firearms capabilities and ammunition.

(e) The inability to communicate with responding law enforcement personnel.

(f) The lack of equipment, such as body armor, handcuffs or control devices.

(g) Unfamiliarity with the surroundings, including escape routes.

(h) The potential for increased risk to bystanders by confronting a suspect or taking action.

Unless operating a marked law enforcement vehicle or in uniform or accompanied by a uniformed officer, off duty officers shall not arrest or issue citations to traffic violators on sight.

Off-duty members operating a marked department vehicle encountering a person in need are encouraged to offer assistance or notify the responsible jurisdiction of the situation.

342.3.1 INTERVENTION PROCEDURE

If involvement is reasonably necessary, the deputy should attempt to call or have someone else call 9-1-1 to request immediate assistance. If possible, the dispatcher receiving the call should

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

obtain a description of the off-duty deputy from the caller and broadcast that information to responding deputies.

Whenever practicable, the deputy should loudly and repeatedly identify him/herself as a deputy with the Boone County Sheriff's Office until acknowledged. Official identification should also be displayed when possible.

342.4 CONSIDERATIONS

When encountering a non-uniformed deputy in public, uniformed deputy should wait for acknowledgement by the non-uniformed deputy in case he/she is working in an undercover capacity.

342.4.1 CIVILIAN RESPONSIBILITIES

Civilian members should not become involved in any law enforcement action while off-duty except to notify the local law enforcement authority and remain at the scene, if safe and practicable.

342.4.2 INCIDENTS OF PERSONAL INTEREST

Office members should refrain from handling incidents of personal interest (e.g., family or neighbor disputes) and should remain neutral. In such circumstances members should call the responsible agency to handle the matter.

342.5 REPORTING

If prior notification to the appropriate local law enforcement agency is not reasonably possible before taking action, the deputy shall notify the agency as soon as reasonably practicable. Deputies shall cooperate fully with the agency having jurisdiction by providing statements or reports as requested or as appropriate.

Deputies shall notify the Shift Supervisor regarding any law enforcement action taken while off-duty. The Shift Supervisor may send a supervisor to the location. The supervisor may request assistance from the Sheriff or the authorized designee, if deemed appropriate.

The Shift Supervisor shall determine whether a criminal or administrative report should be completed by the involved deputy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Identity Theft

343.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the investigation of identity theft.

343.2 POLICY

It is the policy of the Boone County Sheriff's Office to effectively investigate cases of identity theft.

343.3 ACCEPTANCE OF REPORTS

A report shall be taken any time a person living within the jurisdiction of the Boone County Sheriff's Office reports that he/she has been a victim of identity theft. This includes (I.C. § 35-40-14-3):

(a) Taking a report even if the location of the crime is outside the jurisdiction of this office or has not been determined.

(b) Providing the victim with a copy of the police report.

A report should also be taken if a person living outside the office jurisdiction reports an identity theft that may have been committed or facilitated within this jurisdiction (e.g., use of a post office box in Boone County Sheriff's Office to facilitate the crime).

Members taking reports should provide the victim with office information as set forth in the Victim and Witness Assistance Policy, encourage the individual to review the material and assist the victim with any questions.

343.4 FOLLOW-UP INVESTIGATION

A member investigating a case of identity theft should ensure that each case is referred to the appropriate agency if it is determined that this office should not be the investigating agency (e.g., an identity theft ring working from out of state). The victim should be advised that the case is being transferred to the agency of jurisdiction for investigation. The investigating member should also ensure that appropriate entries are made into related databases that have been authorized for office use.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Special Deputies

344.1 PURPOSE AND SCOPE

This policy establishes the guidelines for Boone County Sheriff's Office special deputies to supplement and assist regular full-time sheriff's deputies in their duties. These deputies provide the protection of elected officials, employees, and visitors to the courthouse and ancillary county buildings.

344.1.1 DEFINITIONS

Special Deputy - A person appointed by the Sheriff who has the powers, privileges, and duties of a county police officer subject to any written limitations and specific requirements imposed by the sheriff and signed by the special deputy while the special deputy is fulfilling the specific responsibilities for which the appointment is made,

See attachment: Special Deputy Form

344.2 POLICY

The Boone County Sheriff's Office shall ensure that special deputies are properly appointed, trained and supervised and that they maintain the appropriate certifications and readiness to carry out their assigned duties.

344.3 RECRUITMENT AND SELECTION

The Boone County Sheriff's Office shall endeavor to recruit and appoint only those applicants who meet the high ethical, moral and professional standards set forth by this office.

All applicants shall be required to meet and pass pre-employment procedures as determined by the Sheriff.

344.3.1 APPOINTMENT

Applicants who are selected for appointment as special deputies shall, on the recommendation of the Sheriff, be sworn in and take the Oath of Office in accordance with the Oath of Office Policy and as required for the position.

Special deputies are considered at-will employees and may be dismissed at the discretion of the Sheriff, with or without cause. Special deputies shall have no property interest in continued appointment. However, if a special deputy is removed for alleged misconduct, the special deputy will be afforded an opportunity solely to clear his/her name through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

344.4 IDENTIFICATION AND UNIFORMS

The Boone County Sheriff Office shall provide uniforms, collar brass, badge, protective vest, shoulder patches, radio equipment and Taser (if available), badges and identification cards. Special deputies may be issued Boone County Sheriff's Office. The uniforms and badges shall be the readily distinguishable from those worn by regular full-time sheriff's deputies. The identification cards will be the standard Boone County Sheriff's Office identification cards.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

344.5 AUTHORITY

Special deputies shall perform law enforcement officer duties subject to any written limitations and specific requirements imposed by the sheriff and signed by the special deputy (I.C. § 36-8-10-10.6). Special deputies shall not:

(a) Work in any law enforcement capacity for any other police agency without prior authorization by the Sheriff.

(b) Represent themself as a police officer when not on duty.

(c) Carry a firearm off duty without an authorizing permit.

(d) Make any form of arrest unless allowed to do so as a citizen.

(e) Engage in any form of secondary employment wearing any uniform or clothing issued by the Sheriff of Boone County.

(f) Work as a “private detective” or “investigator” for a private employer.

(g) Engage in vehicular pursuits unless driving a marked police vehicle owned by the Sheriff of Boone County and authorized by a Merit Deputy.

(h) Wear any uniform not authorized by the Sheriff of Boone County.

(i) Engage in any off duty activities in violation of any rule or regulation issued by the Sheriff of Boone County

344.6 PERSONNEL WORKING AS RESERVE DEPUTIES

Qualified regular office personnel, when authorized, may also serve as special deputies. However, this office shall not utilize the services of special deputies in such a way that it would violate employment laws or labor agreements (e.g., a detention deputy working as a special deputy for reduced or no pay). Therefore, the coordinator should consult with the Matron prior to allowing regular office personnel to serve in a special deputy capacity (29 CFR 553.30).

344.7 COMPLIANCE

Special deputies shall be required to adhere to all office policies and procedures. A copy of the policies and procedures will be made available to each special deputy upon appointment. The special deputy shall become thoroughly familiar with these policies.

Whenever a rule, regulation or guideline in this Policy Manual refers to a regular full-time sheriff's deputy, it shall also apply to a special deputy, unless by its nature it is inapplicable.

Special deputies are required by this office to meet office-approved training requirements.

All special deputies are required to attend scheduled meetings. Any absences must be satisfactorily explained to the coordinator.

Boone County Sheriff's Office Procedure Manual: UNUSUAL OCCURRENCES AND SPECIAL OPERATIONS PLAN

Boone County Sheriff's Office Procedure Manual: PHYSICAL SECURITY PLAN

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

344.8 FIREARMS

Reserve deputies shall successfully complete office-authorized training in the use of firearms. Their appointments must be approved by the County prior to carrying personally owned duty firearms or otherwise acting as special deputies on behalf of the Boone County Sheriff's Office.

Any special deputy who is permitted to carry a personally owned duty weapon or any optional firearm may do so only in compliance with the Firearms Policy.

Special deputies are required to maintain proficiency with firearms used in the course of their assignments. Special deputies shall comply with all training and qualification requirements set forth in the Firearms Policy.

No special deputy will be permitted to carry a concealed firearm while in an off-duty capacity, other than to and from work, except those reserve officers who possess a valid permit.

344.9 INVESTIGATIONS AND COMPLAINTS

If a special deputy has a personnel complaint made against him/her or becomes involved in an internal investigation, the matter shall be investigated in compliance with the Personnel Complaints Policy.

344.10 SECTION TITLE

344.11 SECTION TITLE

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Sheriff's Office Security

345.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the safety and security of office members within, and the physical security of, all Department facilities.

345.2 POLICY

It is the policy of the Boone County Sheriff's Office to provide physical security measures for all facilities under office control.

345.3 PROCEDURE

Sheriff's Office members should be mindful of their responsibility to protect themselves from any potential physical threats and to protect the security of office facilities.

Members are responsible for ensuring that all office facilities remain secure from unauthorized access at all times. All office facility exterior doors should be equipped with self-closing and self-locking doors.

All exterior doors should be kept closed and locked at all times, unless there are secondary barriers or a member is present to prevent unauthorized access to controlled areas. All points of access to any office facility should be closed and locked any time no members are present. All exterior storage rooms, lockers, and other facilities should remain locked at all times unless directly observed by an office member.

Secure parking areas (e.g., fenced, gated) should be kept secured at all times unless directly observed by an office member.

Any criminal activity discovered should be immediately documented in a report and reported through the chain of command to the Shift Commander. Any criminal activity that occurs and posed or poses a threat to office members should immediately be reported, through the chain of command, to the Sheriff.

Boone County Sheriff's Office members should apply the following guidelines whenever practicable.

345.3.1 PUBLIC ACCESS AREAS

Public access to office facilities should only be during established business hours and only when sufficient staffing is available to monitor the movement of visitors and restrict access to areas containing confidential or sensitive materials or information. Any office facility allowing access to the public should have a designated reception area and some method of limiting public access to controlled areas. Care should be taken to ensure that information system devices are positioned in such a way as to prevent viewing from publicly accessible areas such as lobbies or reception areas.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

345.3.2 FACILITY ACCESS CONTROL

A visitor control process, including a physical barrier, should be implemented at each police facility that allows public access. There may be varying degrees of access established, with different access and escort requirements. Visitor categories may include but are not limited to:

- Law enforcement professionals with proper identification
- County administrators
- Contractors and/or vendors
- Members of the public

The control process should include a visitor's log. The log should record the date and time of access and departure; the name of the visitor and agency affiliation, if applicable; the purpose of the visit; and the name of member visited, if applicable. The Records Clerk or the authorized designee should review visitor access records for accuracy and completeness prior to granting entry. Completed visitor logs should be retained for the period prescribed in the established records retention schedule.

All visitors entering controlled areas of any office facility that allows public access should be issued a visitor's badge or, if allowed, may use their own agency badge/ID card. The visitor badge or agency badge/ID card should be prominently displayed on the outermost layer of the visitor's clothing throughout the visitor's stay in the facility. Visitors being escorted by department member's may not need visitor badges.

Visitors requiring escort should be accompanied at all times while inside the controlled areas of the facility and monitored throughout the visit. Exceptions may be made with the express authorization of the Sheriff and confirmation that the visitor has had a security clearance that meets Criminal Justice Information Services (CJIS) requirements.

If an unauthorized individual is observed in a Sheriff's Office work area, Members should immediately notify their direct supervisor, or, if necessary, direct the individual to the Office of the Sheriff.

Members of the public should be prohibited from using photographic, electronic imaging, or recording equipment while inside the controlled areas of the facility, unless such use is necessary for the business purpose of the visit and then only with the approval of the Shift Commander.

345.3.3 BREACH OF SECURITY

Sheriff's Office members should adhere to the following guidelines regarding any breach in security at any office facility:

(a) Any breach in security should be immediately addressed by an officer and reported as soon as practicable, through the chain of command, to the Shift Commander.

(b) If warranted by conditions or circumstances, all on-duty office members should be notified of the incident and any recommended precautions as soon as practicable.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Other members of the Office should be notified of the incident as soon as practicable, given the totality of the circumstances.

345.3.4 SUSPICIOUS ACTIVITY

Office members should be vigilant about any suspicious activity occurring in or around office facilities and should report any such activity to a deputy or to the Shift Commander.

Suspicious activity may include but is not limited to:

- Anyone loitering in the vicinity of the facility for an extended period of time.
- Unknown individuals photographing or taking images of the facility, of members of the office assigned to the facility, or of office vehicles.
- Unknown individuals who appear to be monitoring the activities taking place at the facility.
- Anyone attempting to gain access or requesting access to office facilities without proper authorization.
- Any abandoned packages or other items left on office grounds or adjacent to office facilities.
- Any unknown or abandoned vehicles left on office grounds or adjacent to the office facility.

345.3.5 THREATS AGAINST BOONE COUNTY SHERIFF"S OFFICE FACILITIES

Office members receiving a threat against office facilities should obtain as much information from the individual as reasonably possible. The member receiving the threat should ensure that the Shift Commander is immediately advised and informed of the details. The Shift Commander will direct and assign deputies as required for coordinating appropriate response activities. Any threat received will be documented on the appropriate report form.

345.4 KEYS AND ELECTRONIC ACCESS DEVICES

The control and accountability of facility keys and electronic access devices is a vital factor in maintaining and safe and secure environment for all members.

All keys and access devices that are not issued to members shall be maintained in a locked key box in Dispatch or the Shift Commander’s office. Any access to the contents of the locked key box should be documented on an access log and the records retained in accordance with the established records retention schedule.

Members shall not duplicate, mark, alter, or manufacture any key or access device without authorization from the Sheriff or the authorized designee.

345.4.1 MISSING KEYS OR ACCESS DEVICES

The loss of any exterior access key or device should be immediately reported to the supervisor via the chain of command and a determination made as to whether the locks should be re-keyed and whether this should be done immediately.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

345.4.2 ELECTRONIC ACCESS DEVICES

Proximity cards, key fobs, remote controls, or other devices may be issued to members to allow access to restricted or controlled areas of the facility. In the event of a lost or stolen device, a member shall notify his/her supervisor as soon as it is known the device is missing. The device shall be immediately deactivated to prevent unauthorized use.

345.4.3 INVESTIGATIONS AND AUDITS

The Shift Commander shall initiate an investigation into the disappearance of any exterior access key or electronic access device and re-examine the procedures for access control. The Sheriff should be notified of the findings.

The Shift Commander shall conduct periodic audits to verify all keys and access devices are accounted for.

345.5 SALLYPORT CONTROL

If the facility has a sallyport, office members shall ensure that only one of the doors is opened at any time for entry or exit purposes, except where the entry or exit of emergency personnel requires the operator to override the doors and allow for rapid entry or exit.

345.6 BUILDING EVACUATION PLAN

The Administration Division Commander should develop a general evacuation plan for all office facilities to use in the event of any emergency requiring the evacuation of members, the public, and prisoners.

In the event of an emergency that requires evacuation of an office facility, all members should follow established evacuation plans and posted exit strategies.

The posted exit strategies should include any special directions for disabled members.

Evacuation plans for persons who are in temporary custody at the facility should not be posted any place where they are visible to persons in custody.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Workplace Violence

346.1 PURPOSE AND SCOPE

The safety and security of the Sheriff's Office Members or Employees and visitors is very important. It is the intent of the Sheriff's Office to provide a workplace for all members which is free of violence. threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

346.1.1 DEFINITIONS

Workplace violence includes, but is not limited to, intimidation, threats, physical attack or property damage. These terms are defined as follows:

Intimidation - Includes, but is not limited to, stalking or engaging in actions intended to frighten, coerce, or induce duress.

Threat - Is the expression of intent to cause physical or mental harm. An expression constitutes a threat without regard to whether the person communicating the threat has presented the ability to carry it out and without regard to whether expression is contingent, conditional, or future.

Physical attack - Is unwanted or hostile physical contact such as hitting, fighting, pushing, shoving, throwing objects, firing a weapon, causing an explosion of hazardous materials, or termination of hazardous substances.

Property damage - Is intentional damage to property which includes property owned or leased by the Sheriff's Office, mmbers, visitors, or vendors.

346.2 PROCEDURE

Any person who makes threats, exhibits threatening behavior, or engages in a violent act on County-owned or leased property may be removed from the premises.

Threats, threatening behavior, or acts of violence executed off County-owned or leased property but directed at Sheriff's Office members or members of the public while conducting official County business, is a violation of this policy.

Off-site threats include threats made via the telephone, fax or electronic or conventional mail, or any other communication medium.

Violations of this policy will lead to disciplinary action that may include termination of employment, and may also result in arrest and prosecution.

In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from County-owned or leased premises, termination of business relationships with the individual(s), arrest, and prosecution of the person(s) involved.

Members are responsible for notifying their direct supervisor of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Members should also report any behavior they have witnessed which they regard as threatening or violent

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

when the behavior is job-related or might be carried out on County-owned or leased property or in connection with County employment.

All complaints of violations of this policy shall be promptly referred to the Sheriff for assignment for investigation, findings, and recommendation of sanctions, whenever warranted. Members involved in any investigation are expected to cooperate fully in the investigation

Any member who receives a protective or restraining order which lists County-owned or leased premises as a protected area is required to provide their direct supervisor with a copy of such order.

If an emergency exists, members should notify Communications via 911 or radio. If not an emergency, Members should inform their direct supervisor.

If the direct supervisor is unavailable or if the nature of the complaint is such that the employee does not believe he/she can discuss it with the direct supervisor, the member may bring their concerns to the Sheriff.

Members or Employees who act in good faith by reporting real or implied violent behavior violations of this policy need not fear retaliation.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

LETB Uniform Statewide Policy on Deadly Force

347.1 ATTACHMENT

LETB Uniform Statewide Policy on Deadly Force

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Generative Artificial Intelligence Use

349.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for office use of generative artificial intelligence (GenAI). This policy does not apply to artificial intelligence that is integrated into facial recognition applications, voice recognition applications, biometric access controls, or software that redacts documents or video or similar applications.

Additional guidelines for the use of office information technology resources are found in the Information Technology Use Policy.

349.1.1 DEFINITIONS

Definitions related to this policy include:

Generative artificial intelligence (GenAI) - A type of artificial intelligence that is algorithmically trained on one or more large data sets and designed to generate new and unique data (e.g., text, pictures, video) in response to a prompt (generally questions, instructions, images, or video) input by the user.

349.2 POLICY

The use of GenAI systems carries unique benefits within a law enforcement agency, providing ways to increase operational efficiency, enhance office procedures, and improve the overall effectiveness of the Boone County Sheriff's Office.

However, the prompts input into GenAI systems can present risks to both individuals and law enforcement agencies by making accessible to the public information such as office tactics, investigative and training techniques, confidential information (e.g., confidential informants, protected information), active investigations, and security procedures. In addition, without safeguards in place, GenAI can produce unintended discriminatory or biased output as well as content that is inaccurate, misleading, or copyrighted.

It is the policy of the Office to develop, implement, and use GenAI ethically and responsibly in a way that minimizes potential risk and harm in accordance with the guidelines set forth below.

Any function carried out by a member of the Office using GenAI is subject to the same laws, rules, and policies as if carried out without the use of GenAI. The use of GenAI does not permit any law, rule, or policy to be bypassed or ignored.

349.3 RESPONSIBILITIES

349.3.1 SHERIFF

The Sheriff or an authorized designee shall approve all GenAI systems, their acceptable uses, and their authorized user groups prior to the use, implementation, or development for any office functions.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

349.3.2 AI COORDINATOR

The Sheriff or the authorized designee shall appoint an AI coordinator. The AI coordinator shall report to the Administration Commander or the authorized designee.

The responsibilities of the AI coordinator include but are not limited to:

(a) Evaluating potential GenAI systems and recommending those GenAI systems that appear to be appropriate and trustworthy to the Sheriff or the authorized designee. The trustworthiness of GenAI systems should be evaluated by balancing the following characteristics:

1. Validity and reliability - The system's apparent ability to meet the intended purpose and fulfill the needs of the Office consistently over time.
2. Safety - Any apparent risk to human life, health, property, or the environment that could result from the office's use of the system.
3. Security and resiliency - The system's capability to prevent unauthorized access and misuse and its ability to return to normal function should misuse occur.
4. Accountability and transparency - The ability to track and measure the system's use and activity through histories, audit logs, and other processes to provide insight about the system and identify potential sources of error, bias, or vulnerability.
5. Explainability and interpretability - The ability of the user to understand the purpose and impact of the system, how and why the system reached the resulting output, and what the output means for the user.
6. Privacy - The ability of the system to protect confidentiality and meet applicable privacy standards for the types of data intended to be input into the system (e.g., state privacy laws, Criminal Justice Information Services (CJIS), Health Insurance Portability and Accountability Act (HIPAA)).
7. Fairness - The ability of the system to operate in a way that avoids or minimizes bias and discrimination.

(b) Ensuring appropriate contractual safeguards are in place to manage third-party use of office data and to restrict the use of input in AI training data sets. If the input of protected information is necessary for the proper use of the GenAI system, an information-exchange agreement in compliance with applicable rules and standards (e.g., CJIS requirements) should be used to outline the roles, responsibilities, and data ownership between the Office and third-party vendor.

(c) Coordinating with others within the Office and County, such as the information technology or legal departments, as appropriate to ensure GenAI systems are procured, implemented, and used appropriately.

(d) Maintaining a list or inventory of office-approved GenAI systems and, when appropriate for office transparency, making the list or inventory available to the public.

(e) Developing and maintaining appropriate procedures related to the use of GenAI systems, including procedures for editing and fact-checking output.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(f) Ensuring any public-facing GenAI systems notify the user that GenAI is being used.

(g) Developing and updating training for the authorized users of each office-approved GenAI system.

(h) Ensuring access to office GenAI systems is limited to authorized users and establishing requirements for user credentials such as two-factor authentication and appropriate password parameters.

(i) Conducting audits at reasonable time intervals for each of the GenAI systems utilized by the Office to evaluate the performance and effectiveness of each approved system and to determine if it continues to meet the office's needs and expectations of trustworthiness. The coordinator should arrange for audits to be conducted by an external source, as needed.

(j) Ensuring each GenAI system is updated and undergoes additional training as reasonably appears necessary in an effort to avoid the use of outdated information or technologies.

(k) Keeping abreast of advancements in GenAI and any GenAI-related legal developments.

(l) Reviewing this policy and office practices and proposing updates as needed to the Sheriff.

(m) Developing procedures in coordination with the *Brady* information coordinator and the Executive Secretary for the compilation and potential release of any discovery or records related to the use of GenAI systems consistent with *Brady* and the Indiana Access to Public Records Act.

349.4 USE OF GENERATIVE AI

The use of office GenAI systems by office members shall be limited to official work-related purposes, and members shall only access and use GenAI systems for which they have been authorized and received proper training.

Members shall use AI-generated content as an informational tool and not as a substitution for human judgment or decision-making. Members should not represent AI-generated content as their own original work.

AI-generated content should be considered draft material only and shall be thoroughly reviewed prior to use. Before relying on AI-generated content, members should:

(a) Obtain independent sources for information provided by GenAI and take reasonable steps to verify that the facts and sources provided by GenAI are correct and reliable.

(b) Review prompts and output for indications of bias and discrimination and take steps to mitigate its inclusion when reasonably practicable (see the Bias-Based Policing Policy).

(c) Include a statement in the final document or work product that GenAI was used to aid in its production.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

349.4.1 PRIVACY CONSIDERATIONS

Information not otherwise available to the public, including data reasonably likely to compromise an investigation, reveal confidential law enforcement techniques, training, or procedures, or risk the safety of any individual if it were to become publicly accessible, should not be input into a GenAI system unless contractual safeguards are in place to prevent such information from becoming publicly accessible. Members should instead use generic unidentifiable inputs, such as "suspect" or "victim," and hypothetical scenarios whenever possible.

Protected information should only be input into GenAI systems that have been approved for such use and comply with applicable privacy laws and standards (see the Protected Information Policy).

349.5 PROHIBITED USE

Members shall not use GenAI systems to rationalize a law enforcement decision, or as the sole basis of research, interpretation, or analysis of the law or facts related to a law enforcement contact or investigation.

Members shall not create user accounts in their official capacity or input work-related data (including information learned solely in the scope of their employment) into publicly available GenAI systems unless the system has been approved by the Sheriff or the authorized designee for the intended use.

349.6 TRAINING

The AI coordinator should ensure that all members authorized to use GenAI have received appropriate initial training that is suitable for their role and responsibilities prior to their use of GenAI and receive periodic refresher training. Training should include but is not limited to the following:

(a) A review of this policy

(b) The need for human oversight of GenAI outputs

(c) The interpretation, review, and verification of GenAI output

(d) Checking GenAI output for bias or protected information

(e) Ethical use of GenAI technology

(f) Data security and privacy concerns

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chapter 4 - Patrol Operations

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Patrol

400.1 PURPOSE AND SCOPE

The purpose of this policy is to define the patrol function and address intraorganizational cooperation and information sharing.

400.2 POLICY

The Boone County Sheriff's Office provides patrol services 24 hours a day, seven days a week and will prioritize responses to requests for emergency services using available resources to enhance the safety of the public and office members.

400.3 FUNCTION

Patrol will generally be conducted by uniformed deputies in clearly marked law enforcement vehicles in assigned jurisdictional areas of Boone County Sheriff's Office. The function of patrol is to respond to calls for assistance and reports of criminal activity, act as a deterrent to crime, enforce state and local laws, identify community needs, provide support and assistance to the community and respond to emergencies.

Patrol services include, but are not limited to:

(a) Responding to emergency calls for service.

(b) Apprehending criminal offenders.

(c) Providing mutual aid and assistance to other agencies for emergency and law enforcement-related activities.

(d) Patrol that is directed at the prevention of criminal acts, traffic violations and collisions, the maintenance of public order and the discovery of hazardous situations or conditions.

(e) Responding to reports of both criminal and non-criminal acts.

(f) Responding to routine calls for service, such as public assistance or public safety.

(g) Traffic direction and control.

(h) Crime prevention activities, such as residential inspections, business inspections and community presentations.

(i) Community-oriented policing and problem-solving activities including the application of resources to improve or resolve specific problems or situations and contacting or assisting members of the public in a positive way.

(j) The application of resources to specific problems or situations within the community that may be improved or resolved by community-oriented policing and problem-solving strategies.

Boone County Sheriff's Office Procedure Manual: MINOR IN CONSUMPTION PROCEDURES

See attachment: DRINKING PARTIES BEST PRACTICES CHECK LIST

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

See attachment: BEST PRACTICES FOR INVESTIGATION OF DRINKING PARTIES

400.3.1 COURTHOUSE/COURTROOM SECURITY

The Enforcement Commander should assign a member as a court security coordinator. The court security coordinator is responsible for:

(a) Coordinating with court personnel to determine the level of security needed and to consider the role of the Office in implementing security measures.

(b) Ensuring the development and maintenance of court security operations plans and procedures that should, at a minimum, address:

1. Facility security (e.g., courthouse and courtroom security plans, weapons storage, documented inspections of the courtroom before sessions, key or access control).
2. The safety of office members assigned to courtroom security.
3. The storage and availability of specialized equipment used for security.
4. Equipment readiness inspection schedules.
5. Alarms from the judges' area of each courtroom, which should be tested daily. Testing should be documented.
6. Prisoner security, including secure ingress and egress and limited public exposure. Plans for high-risk prisoners or court sessions should be consistent with the Operations Planning and Deconfliction Policy.
7. Emergency procedures (e.g., bomb threats, fire, medical emergencies, hostage situations, evacuation).
8. Fire evacuation plans for the courthouse/courtroom that are reviewed with court employees at least annually.
9. Effective communications.
10. The examination of articles carried into the courtroom for contraband.
11. Training of members assigned to court security duties.

400.4 INFORMATION SHARING

To the extent feasible, all information relevant to the mission of the Office should be shared among all divisions and specialized units on a timely basis. Members should be provided with opportunities on a regular basis to share information during the daily information pass-downs and to attend information pass-downs of other divisions or specialized units.

Additionally, information should be shared with outside agencies and the public in conformance with office policies and applicable laws. Members are encouraged to share information with other units and divisions. Additionally, information should be shared with outside agencies and the public in conformance with office policies and applicable laws.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

400.5 CROWDS, EVENTS AND GATHERINGS

Deputies may encounter gatherings of people, including, but not limited to, civil demonstrations, public displays, parades, sporting events and civic, social and business events. Deputies should monitor such events as time permits in an effort to keep the peace and protect the safety and rights of those present. A patrol supervisor should be notified when it becomes reasonably foreseeable that such an event may require increased monitoring, contact or intervention.

Deputies responding to an event or gathering that warrants law enforcement involvement should carefully balance the speech and association rights of those present with applicable public safety concerns before taking enforcement action.

Generally, deputies should consider seeking compliance through advisements and warnings for minor violations, and should reserve greater enforcement options for more serious violations or when voluntary compliance with the law is not achieved.

Deputies are encouraged to contact organizers or responsible persons to seek voluntary compliance that may address relevant public safety concerns.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to office members that affirms the Boone County Sheriff's Office's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the office's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

401.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing or improper profiling - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin (including limited English proficiency), religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement. This includes explicit and implicit biases (i.e., conscious and unconscious beliefs or attitudes towards certain groups).

401.2 POLICY

The Boone County Sheriff's Office is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this office to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

401.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit a deputy from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

401.4 MEMBER RESPONSIBILITIES

Every member of this office shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any bias-based actions by another member.

401.4.1 REASON FOR CONTACT

Deputies contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved deputy should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any deputy to document a contact that would not otherwise require reporting.

401.4.2 REPORTING TRAFFIC STOPS

Each time a deputy makes a traffic stop, the deputy shall report any information as required in the Traffic Information and Summons and Parking Citations Policy.

401.5 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

(a) Supervisors should discuss any issues with the involved deputy and the deputy's supervisor in a timely manner.

    1. Supervisors should document these discussions in the prescribed manner.

(b) Supervisors should periodically review Mobile Audio/Video (MAV) recordings, body-worn camera media, Mobile Data Terminal (MDT) data, and any other available resource used to document contact between deputies and the public to ensure compliance with this policy.

    1. Supervisors should document these periodic reviews.

    2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

(c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.

    1. Corrective measures shall be taken, in accordance with the Personnel Complaints Policy, for violations of this policy.

(d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this office who discloses information concerning bias-based policing.

401.6 ADMINISTRATION

The Enforcement Commander should review the efforts of the Office to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Sheriff. The annual report should not contain any identifying information about any specific complaint, member of the public or deputy. It should be reviewed by the Sheriff to identify any changes in training or operations that should be made to improve service.

Supervisors should review office information and the annual report and discuss the results with those they are assigned to supervise.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

401.7 TRAINING

Training on fair and objective policing and review of this policy shall be conducted annually and include:

(a) Explicit and implicit biases.

(b) Avoiding improper profiling.

401.7.1 REQUIRED TRAINING

Training on the impropriety of racial and biased-based policing, including legal requirements and sanctions, shall be conducted at least every three years.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Information Pass-Down

402.1 PURPOSE AND SCOPE

This policy discusses the activity of information pass-down and includes the tasks that should be accomplished during this short period.

402.2 POLICY

Information Pass-Down is intended to facilitate the accurate flow of information in order to enhance coordination of activities, improve performance and safety, and outline the expected actions of members.

402.3 INFORMATION PASS-DOWN

All divisions and specialized units will conduct regular information pass-down to discuss, disseminate and exchange information among office members, work groups and other organizations. A supervisor generally will conduct information pass-down. However, the supervisor may delegate this responsibility to a subordinate member in his/her absence or for training purposes.

Information Pass-Down should include, but is not limited to:

(a) Providing members with information regarding daily activities, with particular attention given to changes in the status of the following:
    1. Wanted persons
    2. Crime patterns
    3. Suspect descriptions
    4. Intelligence reports and photographs
    5. Community issues affecting law enforcement
    6. Major investigations

(b) Notifying members of changes in schedules and assignments.

(c) Reviewing recent incidents for situational awareness and training purposes.

(d) Providing training on a variety of subjects.

(e) Periodic personnel inspections.

Supervisors should also ensure that all members are informed about Executive Orders and any recent policy changes.

402.3.1 RETENTION OF INFORMATION PASS-DOWN TRAINING RECORDS

Information Pass-Down training materials and a curriculum or summary shall be forwarded to the Training Coordinator for inclusion in training records, as appropriate.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

402.4 PREPARATION OF MATERIALS

The member conducting information pass-down is responsible for preparation of the materials necessary for a constructive information pass-down.

402.5 TRAINING

Information Pass-Down training should incorporate short segments on a variety of subjects or topics and may include:

(a) Review and discussion of new or updated policies.

(b) Presentation and discussion of the proper application of existing policy to routine daily activities.

(c) Presentation and discussion of the proper application of existing policy to unusual activities.

(d) Review of recent incidents for training purposes.

Information Pass-Down training materials and a curriculum or summary shall be forwarded to the Training Coordinator for inclusion in training records, as appropriate.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Crime and Disaster Scene Integrity

403.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance in handling a major crime or disaster.

403.2 POLICY

It is the policy of the Boone County Sheriff's Office to secure crime or disaster scenes so that evidence is preserved, and to identify and mitigate the dangers associated with a major crime or disaster scene for the safety of the community and those required to enter or work near the scene.

403.3 SCENE RESPONSIBILITY

The first deputy at the scene of a crime or major incident is generally responsible for the immediate safety of the public and preservation of the scene. Deputies shall also consider officer safety and the safety of those persons entering or exiting the area, including those rendering medical aid to any injured parties. Once a deputy has assumed or been assigned to maintain the integrity and security of the crime or disaster scene, it shall be maintained until the deputy is properly relieved by a supervisor or other designated person.

The assigned officer and/or Shift Supervisor may be requested an on-call Crime Scene Investigator if the scene requires expertise beyond that of officers on the scene.

In cases of violent felonies (e.g. homicide, sexual assault, robbery), the Shift Supervisor should contact the Sheriff to determine if other agencies are needed to assist.

All Sheriff’s Office Crime Scene Investigators are required to respond.

403.4 FIRST RESPONDER CONSIDERATIONS

The following list generally describes the first responder’s function at a crime or disaster scene. This list is not intended to be all-inclusive, is not necessarily in order and may be altered according to the demands of each situation:

(a) Broadcast emergency information, including requests for additional assistance and resources.

(b) Provide for the general safety of those within the immediate area by mitigating, reducing or eliminating threats or dangers.

(c) Locate or identify suspects and determine whether dangerous suspects are still within the area.

(d) Provide first aid to injured parties if it can be done safely.

(e) Evacuate the location safely as required or appropriate.

(f) Secure the inner perimeter.

(g) Protect items of apparent evidentiary value.

(h) Secure an outer perimeter.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(i) Identify potential witnesses.

(j) Start a chronological log noting critical times and personnel allowed access.

403.5 SEARCHES

Deputies arriving at crime or disaster scenes are often faced with the immediate need to search for and render aid to victims, and to determine if suspects are present and continue to pose a threat. Once deputies are satisfied that no additional suspects are present and/or there are no injured persons to be treated, those exigent circumstances will likely no longer exist. Deputies should thereafter secure the scene and conduct no further search until additional or alternate authority for the search is obtained, such as consent or a search warrant.

403.5.1 CONSENT

When possible, deputies should seek written consent to search from authorized individuals. However, in the case of serious crimes or major investigations, it may be prudent to also obtain a search warrant. Consent as an additional authorization may be sought, even in cases where a search warrant has been granted.

403.6 EXECUTION OF HEALTH ORDERS

Any deputy of this office is authorized to enforce lawful orders of the local health officer that have been issued for the purpose of preventing the spread of any contagious, infectious or communicable disease (I.C. § 16-41-9-1.5).

403.7 ILLEGAL DRUG MANUFACTURING REPORTING

Any deputy that terminates the use of a property (i.e., a dwelling, building, motor vehicle, trailer, watercraft) in the illegal manufacture of a controlled substance shall report the location of the property to (I.C. § 5-2-15-3):

(a) The state police department.

(b) Any fire department that serves the area where the property is located.

(c) The local health department where the property is located.

(d) The Indiana Criminal Justice Institute.

Deputies shall utilize the forms provided by the Superintendent of the Indiana State Police when reporting the existence of the property (I.C. § 10-11-2-31).

403.8 EVIDENCE PRESERVATION AND COLLECTION

The Boone County Sheriff's Office will establish and maintain the ability to have access to trained crime scene technicians to assist with major crime investigations when necessary.

In addition to the provisions of the Crime Scene Investigation Division Policy, the Investigation Commander will establish procedures for collection and processing physical evidence including, but not limited to:

(a) Photographing or plotting evidence before collection.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Preserving evidence during and after collection.

(c) Preventing the contamination of evidence.

(d) Obtaining sufficient samples.

(e) Sealing, marking and labeling evidence at the scene.

Boone County Sheriff's Office Procedure Manual: COLLECTION AND PRESERVATION OF DIGITAL PHOTOS

403.8.1 EVIDENCE TECHNICIAN CALL OUT

(a) Requests for assistance of the Evidence Technician at the scene of an investigation is to be made by the On Duty Supervisor/OIC through the Boone County Communications Center.

1. The criteria for an off-duty call out of the Evidence Technician shall be as follows:
2. Only for “major crimes” that require the need to document and collect significant amounts of physical evidence.
3. Only traffic fatalities or crashes that may result in death which are being investigated by the Boone County Sheriff's Office and need large amounts of evidence collected.
4. When requested by the merit OIC for collection of evidence at property and personal crimes.
5. Only in regards to those investigations conducted by the Boone County Sheriff's Office or to assist other local law enforcement agencies that do not have adequate resources of their own and the investigation meets the criteria described in sections (.001)-(.003) above.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Special Response and Crisis Negotiation Teams

404.1 PURPOSE AND SCOPE

This policy provides guidelines for the specialized support of the Special Response Team (SRT) and the Crisis Negotiation Team (CNT) in handling critical field operations where special tactical deployment methods or intense negotiations are beyond the capacity of field deputies.

404.1.1 DEFINITIONS

Definitions related to this policy include:

Negotiation team (CNT) - Designated deputies, including those in a multijurisdictional team, who are specifically trained and equipped to provide skilled verbal communications to de-escalate or effect surrender in situations where suspects have taken hostages or barricaded themselves or who are suicidal.

Tactical team(SRT) - Designated deputies, including those in a multijurisdictional team, who are specifically trained and equipped to resolve critical incidents that are so hazardous, complex or unusual that they may exceed the capabilities of first responders or investigators. This includes, but is not limited to, hostage taking, barricaded suspects, snipers, terrorist acts and other high-risk incidents. As a matter of office policy, a tactical team may also be used to serve high-risk warrants, both search and arrest, where public and officer safety issues necessitate such use.

404.2 POLICY

It shall be the policy of the Boone County Sheriff's Office to maintain a SRT and a CNT, either internally or through participation in a regional team, comprised of negotiation and tactical teams, and to provide the equipment, manpower and training necessary to maintain such teams. The SRT should develop sufficient resources to perform three basic operational functions:

(a) Command and control

(b) Containment

(c) Entry/apprehension/rescue

404.3 MANAGEMENT AND SUPERVISION

Under the direction of the Sheriff and the participating Chiefs of Police, the SRT shall be managed by the appointed SRT Commander and the CNT shall be managed by the appointed Commander. The Commanders shall be selected by the individual teams with the final appointment approved by the participating agency heads.

404.4 READINESS

An operational readiness assessment should be conducted to determine the type and extent of SRT and CNT missions and operations appropriate to this office. The assessment should consider the capabilities, training and limitations of the teams and should be reviewed annually by the particpating agency heads or the authorized designees.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

404.4.1 EQUIPMENT INSPECTIONS

Each Commander or their designees shall perform operational readiness inspections of all assigned equipment at least quarterly. The inspections will include personal equipment issued to members, operational equipment.

404.4.2 MULTIJURISDICTIONAL OPERATIONS

The participating agencies should develop protocols, agreements, memorandums of understanding (MOUs) or working relationships to support multi-jurisdictional or regional responses.

(a) If it is anticipated that multi-jurisdictional operations will regularly be conducted, multi-agency and multi-disciplinary joint training exercises should occur.

(b) Members of the Boone County Sheriff's Office teams shall operate under the policies, procedures and command of the Boone County Sheriff's Office when working in a multi-agency situation.

404.5 PROCEDURES

Situations that necessitate the need for a SRT and CNT response vary greatly from incident to incident and often demand on-scene evaluation. The guidelines allow for appropriate on-scene decision-making and development of organizational and operational procedures.

404.5.1 ORGANIZATIONAL PROCEDURES

The participating agencies shall develop a separate written set of organizational procedures that should address, at a minimum:

(a) Specific missions the SRT and CNT are capable of performing.

(b) SRT and CNT organization and function.

(c) Member selection, retention and termination criteria.

(d) Training and required competencies, including record production and retention.

(e) Procedures for notification, activation, deactivation, and deployment.

(f) Command and control issues, including a clearly defined command structure and dedicated lines of communication.

(g) Multi-agency response.

(h) Out-of-jurisdiction response.

(i) Specialized functions and supporting resources.

Boone County Sheriff's Office Procedure Manual: NEGOTIATION TEAM ORGANIZATION AND ROLE

404.5.2 OPERATIONAL PROCEDURES

The particpating agencies shall develop a separate written set of operational procedures in accordance with the determination of the SRT’s and CNT's level of capability, using sound risk-reduction practices. The operational procedures should be patterned after the National Tactical

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Officers Association's (NTOA) SWAT Standard for Law Enforcement Agencies. Because such procedures are specific to SRT and CNT members and outline negotiation, tactical and officer safety issues, they are not included within this policy.

The operational procedures should include, at a minimum:

(a) Designation of members who are responsible for developing an operational or tactical plan prior to, and/or during SRT and CNT operations (time permitting).
    1. All SRT and CNT members should have an understanding of operational planning.
    2. SRT and CNT training should include planning for both spontaneous and planned events.
    3. SRT and CNT planning should incorporate medical emergency contingency plans as part of the SRT and CNT operational plan.

(b) Plans for mission briefings conducted prior to an operation, unless circumstances require immediate deployment.
    1. When possible, briefings should include the specialized teams, certified tactical dispatchers and other supporting personnel.

(c) Protocols for a sustained operation to be developed that may include relief, rotation of members and augmentation of personnel and resources.

(d) A generic checklist to be worked through prior to initiating a tactical action as a means of conducting a threat assessment to determine the appropriate response and resources necessary, including the use of the SRT and CNT.

(e) Roles for the negotiations team and negotiators.

(f) A standard method of determining whether a warrant should be regarded as high risk.

(g) A method for deciding how best to serve a high-risk warrant with all reasonably foreseeable alternatives being reviewed in accordance with risk/benefit criteria prior to selecting the method of response.

(h) Protocols for post-incident scene management, including:
    1. Documentation of the incident.
    2. Transition to investigations and/or other divisions.
    3. Debriefing after every deployment of the SRT and CNT.
        (a) After-action team debriefing provides evaluation and analysis of critical incidents, affords the opportunity for individual and team assessments, helps to identify training needs and reinforces sound risk management practices.
        (b) Such debriefing should not be conducted until involved members have had the opportunity to individually complete necessary reports or provide formal statements.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) In order to maintain candor and a meaningful exchange, debriefing will generally not be recorded.

(d) When appropriate, debriefing should include specialized teams and supporting or assisting personnel.

(i) A sound risk management analysis.

(j) Standardization of equipment deployed.

Boone County Sheriff's Office Procedure Manual: CNT TEAM CONSIDERATIONS AND APPROACHES

404.6 OPERATIONAL GUIDELINES

The following are guidelines for the operational deployment of the SRT and CNT.

404.6.1 APPROPRIATE USE

Incidents that may result in the activation of the SRT and CNT

include:

(a) Barricaded suspects who refuse an order to surrender.

(b) Incidents where hostages are taken.

(c) Individuals who are threatening suicide and have refused to surrender.

(d) Arrests of potentially armed or dangerous persons.

(e) Any situation that could threaten or undermine the ability of the Office to preserve life, maintain social order and ensure the protection of persons or property.

404.6.2 ON-SCENE DETERMINATION AND NOTIFICATION

The supervisor-in-charge at the scene of a particular event will be designated as the Incident Commander and will assess whether the SRT and CNT to respond to the scene. With input from the Incident Commander, final determination will be made by the agency head or the authorized designee of the affected jurisdiction.

The Shift Supervisor should brief the agency head of the authorized designee about the incident. Such information should include:

(a) The type of crime involved.

(b) The number of suspects, identity and criminal history.

(c) The known weapons and resources available to the suspect.

(d) If the suspect is in control of hostages and/or barricaded.

(e) Whether contact has been made with the suspect and whether there have been demands.

(f) If potential victims are still within the inner perimeter.

(g) If the suspect has threatened or attempted suicide.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(h) The location of the command post and a safe approach to it.

(i) The extent of any inner or outer perimeter and the number of personnel involved.

(j) Any other assets or resources at the scene including other involved agencies.

(k) Any other important facts critical to the immediate situation.

The following officials are authorized to initiate a SRT call-out:

(a) Boone County Sheriff

(b) Lebanon Police Chief

(c) Zionsville Police Chief

(d) Whitestown Police Chief

(e) SRT Commander or designee

(f) Designee of the Sheriff or Police Chief listed above

The SRT and CNT Commanders shall the follow current callout procedures. A current mobilization list shall be maintained in the Communication Center by the SRT and CNT Commanders.

404.6.3 FIELD PERSONNEL RESPONSIBILITIES

While waiting for the SRT and CNT to respond, field personnel should, if determined to be safe and practicable and sufficient resources exist:

(a) Establish an arrest/response team in case the suspect takes action. The response team’s tasks may include:

1. Taking action to mitigate a deadly threat or behavior either inside or outside the location.
2. Securing any subject or suspect who may surrender or attempt to escape.

(b) Evacuate any injured persons in the zone of danger.

(c) Evacuate or provide safety instructions to other people in the zone of danger.

(d) Establish an inner and outer perimeter.

(e) Establish a command post outside of the inner perimeter.

(f) Attempt to establish preliminary communication with the suspect. Once the SRT and CNT has arrived, all negotiations should generally be halted to allow the negotiation and tactical teams time to organize, position and assume the appropriate roles and responsibilities.

(g) Plan for and stage anticipated resources.

404.6.4 ON-SCENE COMMAND RESPONSIBILITIES

Upon arrival of the SRT and the CNT at the scene, the Incident Commander shall brief the SRT and CNT Commanders. Upon review, it will be the SRT and CNT Commanders' decision, with input from the Incident Commander, whether to deploy the SRT and the CNT. Once the SRT and CNT Commanders authorize deployment, the SRT Commander or the authorized designee will be

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

responsible for the tactical response and and the CNT Commander for negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access and will support the SRT and the CNT. The Incident Commander, SRT Commander, and the CNT Commanders or their authorized designees shall maintain direct communication at all times.

The Boone County Sheriff, Lebanon Police Chief, Zionsville Police Chief, Whitestown Police Chief, or a designee must be present as a part of incident command.

404.6.5 COMMUNICATIONS WITH SRT MEMBERS

All persons who are non-SRT or CNT members should refrain from any non-emergency contact or interference with any SRT or CNT member during active negotiations. SRT and CNT operations require the utmost in concentration by involved members and, as a result, no one should interrupt or communicate with SRT and SRT members directly. All non-emergency communications shall be channeled through the negotiation team or tactical team supervisor or the authorized designee.

404.7 TACTICAL TEAM ADMINISTRATIVE GUIDELINES

The tactical team was established to provide a skilled and trained team for deployment to events that require specialized tactics, in situations where suspects have taken hostages and/or barricaded themselves, and in prolonged or unpredictable situations where persons who are armed or suspected of being armed pose a danger to themselves or others.

The following procedures serve as directives for the administrative operation of the tactical team.

404.7.1 SELECTION OF TACTICAL MEMBERS

Boone County Sheriff's Office Procedure Manual: SRT TEAM MEMBER (OPERATOR) SELECTION

404.7.2 TACTICAL TRAINING

Training shall be coordinated by the SRT Commander. The SRT Commander may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training. Training shall consist of the following:

(a) Each tactical team member shall perform a physical fitness test twice each year. A minimum qualifying score must be attained by each team member.

(b) Any tactical team member failing to attain the minimum physical fitness qualification score will be notified of the requirement to retest. Within 30 days of the previous physical fitness test date, the member required to qualify shall report to a team supervisor and complete the entire physical fitness test. Failure to qualify after a second attempt may result in dismissal from the team.

(c) Those who are on vacation, are ill or are on light-duty status with a medical professional's note of approval on the test date shall be responsible for reporting to a team supervisor and taking the test within 30 days of their return to regular duty. Any member who fails to arrange for and perform the physical fitness test within the

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

30-day period shall be considered as having failed to attain a qualifying score for that test period.

(d) Each tactical team member shall complete the annual tactical team handgun qualification course. The qualification course shall consist of the SRT basic drill for the handgun. Failure to qualify will require the team member to seek remedial training from a Rangemaster who has been approved by the SRT Commander. Team members who fail to qualify will not be used in SRT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify within 30 days, with or without remedial training, may result in dismissal from the team.

(e) Each tactical team member shall complete the annual tactical qualification course for any specialty weapon issued to, or used by, the team member during tactical team operations. Failure to qualify will require the team member to seek remedial training from a Rangemaster who has been approved by the SRT Commander. Team members who fail to qualify on their specialty weapon may not utilize the specialty weapon on SRT operations until qualified. Team members who fail to qualify must retest within 30 days. Failure to qualify with specialty weapons within 30 days may result in the team member being removed from the team or permanently disqualified from use of that particular specialty weapon.

Boone County Sheriff's Office Procedure Manual: SRT FITNESS TESTING

404.7.3 TACTICAL TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the team shall be conducted by the SRT Commander. The performance and efficiency level, as established by the SRT Commander, will be met and maintained by all tactical team members. Any member of the tactical team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.8 NEGOTIATION TEAM ADMINISTRATIVE GUIDELINES

The negotiation team has been established to provide skilled verbal communicators who will attempt to de-escalate and effect surrender in critical situations where suspects have taken hostages or barricaded themselves or have suicidal tendencies.

The following procedures serve as directives for the administrative operation of the negotiation team.

Boone County Sheriff's Office Procedure Manual: CRISIS NEGOTIATION TEAM SOG'S

404.8.1 SELECTION OF NEGOTIATION MEMBERS

Nationally, selection standards vary widely; however, consideration should be given to identifying individuals with the following skills/characteristics:

(a) Submit a written letter

(b) Interview

(c) Approval by Department Head

(d) High level of self-control

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) Ability to remain calm under stress

(f) Excellent interpersonal communication skills

(g) Calm and confident demeanor

(h) Good listener and interviewer

(i) Works well in a team concept

404.8.2 NEGOTIATION TRAINING

Training shall be coordinated by the CNT Commander. The CNT Commander may conduct monthly training exercises that include a review and critique of members and their performance in the exercises, in addition to specialized training.

A minimum of one training day per quarter will be required to provide the opportunity for role playing and situational training necessary to maintain proper skills. This will be coordinated by the team supervisor.

404.8.3 NEGOTIATION TEAM EVALUATION

Continual evaluation of a team member's performance and efficiency as it relates to the positive operation of the team shall be conducted by the team supervisor. Performance and efficiency levels, established by the team supervisor, will be met and maintained by all team members. Any member of the negotiation team who performs or functions at a level less than satisfactory shall be subject to dismissal from the team.

404.9 UNIFORMS AND EQUIPMENT

Specialized teams should wear uniforms that clearly identify them as law enforcement members. It is recognized that certain tactical conditions may require covert movement. Attire may be selected that is appropriate to the specific mission.

404.9.1 EQUIPMENT

Specialized teams should be adequately equipped to meet the specific missions identified by the participating agencies.

404.9.2 FIREARMS

Weapons and equipment used by the SRT specialized teams and any supporting resources should be issued or approved by the member's respective agency, including any modifications, additions or attachments.

404.10 TRAINING

The SRT and CNT Commanders shall conduct an annual training needs assessment to ensure that training correlates to their respective team’s capabilities and policies.

404.10.1 TRAINING SAFETY

Use of a designated safety officer should be considered for all tactical training.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

404.10.2 INITIAL TRAINING

Tactical and negotiation team members and team supervisors should not be deployed until successful completion of an approved basic SRT or CNT course.

(a) To avoid unnecessary or redundant training, previous training completed by members may be considered equivalent when the hours and content or topics meet or exceed requirements determined by the SRT or CNT.

(b) Untrained members may be used in a support or training capacity.

Boone County Sheriff's Office Procedure Manual: REQUIRED INITIAL TRAINING FOR NEGOTIATORS

404.10.3 UPDATE/REFRESHER TRAINING

Tactical and negotiation team members, team supervisors and certified tactical dispatchers should complete update or refresher training every 24 months.

Boone County Sheriff's Office Procedure Manual: RECURRENT NEGOTIATION TRAINING

404.10.4 MANAGEMENT TRAINING

Command and executive personnel are encouraged to attend training for managing the SRT and CNT functions at the organizational level. This is to ensure that those who provide active oversight at the scene understand the purpose and capabilities of these specialized teams.

Command personnel who may assume incident command responsibilities should attend a tactical commander or critical incident commander course or its equivalent that has been approved by the participating agencies.

404.10.5 SCENARIO-BASED TRAINING

Specialized teams should participate in scenario-based training that simulates the critical field operations environment. Such training is an established method of improving performance during an actual deployment.

404.10.6 TRAINING DOCUMENTATION

Individual and team training shall be documented and records maintained by the Training Coordinator. Such documentation shall be maintained in each member’s training file.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Ride-Alongs

405.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for a ride-along with members of the Boone County Sheriff's Office. This policy provides the requirements, approval process, hours of operation and member responsibilities for ride-alongs.

405.2 POLICY

Ride-along opportunities will be provided to the members of the public, County employees and members of this office to observe and experience, first-hand, various functions of the Boone County Sheriff's Office. The term “ride-along” includes riding as a passenger with a deputy on patrol or observing the work day of members engaged in other functions within the Office, such as the Communication Center.

405.3 ELIGIBILITY

A ride-along is available to Boone County residents, business owners, and students currently attending class in Boone County Sheriff's Office and those employed within the County of Boone County Sheriff's Office. Ride-alongs must be over 18 years of age. Efforts will be made to accommodate all interested persons. The Sheriff or the authorized designee may approve exceptions to these requirements. However, any applicant may be disqualified without cause from participating.

Factors that may be considered in disqualifying an applicant include, but are not limited to, the following:

- Prior criminal history
- Pending criminal action
- Pending lawsuit against this office or the County
- Denial by any supervisor
- Officer's significant other

405.4 AVAILABILITY

A ride-along or job observation is available most days and times throughout the week.

405.5 REQUESTS TO PARTICIPATE

Generally, ride-along and job observation requests will be maintained and scheduled by the Shift Supervisor. The applicant will complete and sign a ride-along or job observation waiver form. Information requested will include a valid state-issued identification card or driver’s license number, birthdate, address and telephone number.

The Shift Supervisor will schedule a date, based on availability, generally one week after the date of application. If approved, a copy of the waiver form will be forwarded to the appropriate division as soon as possible for scheduling considerations.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

If the request is denied, a representative of this office will advise the applicant of the denial.

405.5.1 MEDIA RIDE-ALONGS

Requests for media ride-alongs shall be considered on an individual basis:

(a) Requests must be approved by the Sheriff or Chief Deputy;

(b) Members of the media shall complete a rider waiver form prior to the ride along;

(c) No member shall permit media personnel to accompany them onto private property nor shallthey assist in securing permission for access from property owners.

405.6 PROCEDURES

Once approved, ride-along applicants will be allowed to participate no more than once every six months. An exception may apply to the following law enforcement-involved participants:

- Volunteers
- Chaplains
- Reserves
- Boone County Sheriff's Office applicants
- Any others with approval of the Shift Supervisor
- Students enrolled in any office-approved dispatcher training course

Normally, no more than one ride-along participant will be allowed in office vehicles at a given time.

405.6.1 OFF-DUTY PARTICIPATION

Off-duty members of this office or any other law enforcement agency, and employees of the County, will not be permitted to participate in a ride-along with on-duty members of this office without the express consent of the Shift Supervisor.

In the event that such participation is permitted, the off-duty office member, other law enforcement agency personnel or County employee shall not:

(a) Be considered on-duty.

(b) Represent him/herself as a member of this office or any other law enforcement agency.

(c) Participate in any law enforcement activity except as emergency circumstances may require.

405.6.2 CRIMINAL HISTORY CHECK

All ride-along applicants are subject to a criminal history check. The criminal history check may include a local records check and an Indiana State Police Central Repository check prior to approval of the ride-along.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

405.6.3 SUITABLE ATTIRE

Any person approved to participate in a ride-along is required to be suitably dressed in a collared shirt, blouse or jacket, slacks and shoes. Sandals, t-shirts, tank tops, shorts and ripped or torn pants are not permitted. Hats and ball caps will not be worn without the express consent of the Shift Supervisor. The Shift Supervisor or a supervisor may refuse a ride-along to anyone who is not dressed appropriately.

405.7 MEMBER RESPONSIBILITIES

The assigned office member shall consider the safety of the ride-along or job observation participant at all times. The member shall maintain control over the participant and shall instruct the individual about the conditions that necessarily limit his/her participation. Instructions should include:

(a) The participant will follow the directions of the office member.

(b) The participant will not become involved in any investigation, handling of evidence, discussions with victims or suspects, reading an individual's criminal history or other protected information, or handling any sheriff's office equipment.

(c) Participation may be terminated at any time by the member if the participant interferes with the performance of the member's duties.

1. If the participant is on a ride-along, the member may return the participant to the point the ride originated.

(d) Participants may be allowed to continue a ride-along during the transportation and booking process, provided it does not jeopardize their safety.

(e) Members will not allow participants to be present in any location or situation that would jeopardize the participant's safety or cause undue stress or embarrassment to a victim or any other member of the public.

(f) Participants who are not law enforcement officers shall not be permitted to accompany the office member into a private residence without the express consent of the resident or other authorized person.

The member assigned to provide a ride-along shall advise the communication officer that a ride-along participant is present in the vehicle before going into service. A deputy with a ride-along participant should use sound discretion when encountering a potentially dangerous situation, such as a high-speed pursuit and, if feasible, let the participant out of the vehicle in a well-lit public place. The communication officer will be advised of the situation and as soon as practicable have another office member respond to pick up the participant at that location. The ride-along may be continued or terminated at this time.

Conduct by a person participating in a ride-along that results in termination of the ride, or is otherwise inappropriate, should be immediately reported to the Shift Supervisor. The member should enter comments regarding the reasons for terminating the ride-along on the waiver form.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Upon completion of the ride-along, the member shall return the waiver form to the Shift Supervisor.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Hazardous Material Response

406.1 PURPOSE AND SCOPE

Exposure to hazardous materials presents potential harm to office members and the public. This policy outlines the responsibilities of members who respond to these events and the factors that should be considered while on-scene, including the reporting of exposures and supervisor responsibilities.

406.1.1 DEFINITIONS

Definitions related to this policy include:

Hazardous material - A substance which, by its nature, containment or reactivity, has the capability of inflicting harm during exposure; characterized as being toxic, corrosive, flammable, reactive, an irritant or strong sensitizer and thereby posing a threat to health when improperly managed.

406.2 POLICY

It is the policy of the Boone County Sheriff's Office to respond to hazardous material emergencies with due regard for the safety of the public and those members responding to such incidents.

406.3 HAZARDOUS MATERIAL RESPONSE

Members may encounter situations involving suspected hazardous materials, such as at the scene of a traffic accident, chemical spill or fire. When members come into contact with a suspected hazardous material, they should take certain steps to protect themselves and other persons.

The fire department is the agency trained and equipped to properly respond and mitigate most incidents involving hazardous materials and biohazards.

Responders should not perform tasks or use equipment without proper training. A responder entering the area may require decontamination before he/she is allowed to leave the scene, and should be evaluated by appropriate technicians and emergency medical services personnel for signs of exposure.

406.4 CONSIDERATIONS

The following steps should be considered at any scene involving suspected hazardous materials:

(a) Make the initial assessment of a potentially hazardous material from a safe distance.

(b) Notify the Communication Center, appropriate supervisors, the appropriate fire department and hazardous response units.

1. Provide weather conditions, wind direction, a suggested safe approach route and any other information pertinent to responder safety.

(c) Wear personal protective gear, being cognizant that some hazardous material can be inhaled.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Remain upwind, uphill and at a safe distance, maintaining awareness of weather and environmental conditions, until the material is identified and a process for handling has been determined.

(e) Attempt to identify the type of hazardous material from a safe distance using optical aids (binoculars or spotting scopes) if they are available. Identification can be determined by:

1. Placards or use of an emergency response guidebook.
2. Driver's statements or shipping documents from the person transporting the material.
3. Information obtained from any involved person with knowledge regarding the hazardous material. Information should include:
    (a) The type of material.
    (b) How to secure and contain the material.
    (c) Any other information to protect the safety of those present, the community and the environment.

(f) Provide first aid to injured parties if it can be done safely and without contamination.

(g) Make reasonable efforts to secure the scene to prevent access from unauthorized individuals and to protect and identify any evidence.

(h) Begin evacuation of the immediate and surrounding areas, dependent on the material. Voluntary evacuation should be considered; mandatory evacuation may be necessary and will depend on the type of material.

(i) Establish a decontamination area when needed.

(j) Activate automated community notification systems, if applicable.

(k) Notify the Indiana Department of Environmental Management Hotline (327 I.A.C. 2-6.1-1).

406.5 REPORTING EXPOSURE

Office members who believe they have been exposed to a hazardous material shall immediately report the exposure to a supervisor. Each exposure shall be documented by the member in an incident report that shall be forwarded via chain of command to the Shift Supervisor as soon as practicable. Should the affected member be unable to document the exposure for any reason, it shall be the responsibility of the notified supervisor to complete the report.

Injury or illness caused or believed to be caused by exposure to hazardous materials shall be reported the same as any other on-duty injury or illness, in addition to a crime report or incident report as applicable.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

406.5.1 SUPERVISOR RESPONSIBILITIES

When a supervisor has been informed that a member has been exposed to a hazardous material, he/she shall ensure that immediate medical treatment is obtained and appropriate action is taken to mitigate the exposure or continued exposure.

To ensure the safety of members, safety equipment is available from supervisors. Safety items not maintained by this office may be available through the appropriate fire department or emergency response team.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Hostage and Barricade Incidents

407.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for situations where deputies have legal cause to contact, detain or arrest a person, and the person refuses to submit to the lawful requests of the deputies by remaining in a structure or vehicle and/or by taking a hostage.

The scope of this policy is not intended to address all variables that deputies encounter during their initial response or when a hostage or barricade situation has developed. This policy does not require or recommend specific strategies or tactics for resolution as each incident is a dynamic and rapidly evolving event.

407.1.1 DEFINITIONS

Definitions related to this policy include:

Barricade situation - An incident where a person maintains a position of cover or concealment and ignores or resists law enforcement personnel, and it is reasonable to believe the subject is armed with a dangerous or deadly weapon.

Hostage situation - An incident where it is reasonable to believe a person is:

- Unlawfully held by a hostage-taker as security so that specified terms or conditions will be met.
- Unlawfully held against his/her will under threat or actual use of force.

407.2 POLICY

It is the policy of the Boone County Sheriff's Office to address hostage and barricade situations with due regard for the preservation of life and balancing the risk of injury, while obtaining the safe release of hostages, apprehending offenders and securing available evidence.

407.3 COMMUNICATION

When circumstances permit, initial responding deputies should try to establish and maintain lines of communication with a barricaded person or hostage-taker. Deputies should attempt to identify any additional subjects, inquire about victims and injuries, seek the release of hostages, gather intelligence information, identify time-sensitive demands or conditions and obtain the suspect’s surrender.

When available, office-authorized negotiators should respond to the scene as soon as practicable and assume communication responsibilities. Negotiators are permitted to exercise flexibility in each situation based upon their training, the circumstances presented, suspect actions or demands, and the available resources.

407.4 FIRST RESPONDER CONSIDERATIONS

First responding deputies should promptly and carefully evaluate all available information to determine whether an incident involves, or may later develop into, a hostage or barricade situation.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The first responding deputy should immediately request a supervisor's response as soon as it is determined that a hostage or barricade situation exists. The first responding deputy shall assume the duties of the supervisor until relieved by a supervisor or a more qualified responder. The deputy shall continually evaluate the situation, including the level of risk to deputies, to the persons involved and to bystanders, and the resources currently available.

The handling deputy should brief the arriving supervisor of the incident, including information about suspects and victims, the extent of any injuries, additional resources or equipment that may be needed, and current perimeters and evacuation areas.

407.4.1 BARRICADE SITUATION

Unless circumstances require otherwise, deputies handling a barricade situation should attempt to avoid a forceful confrontation in favor of stabilizing the incident by establishing and maintaining lines of communication while awaiting the arrival of specialized personnel and trained negotiators. In the interim, the following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(d) Provide responding emergency personnel with a safe arrival route to the location.

(e) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(f) Attempt or obtain a line of communication and gather as much information on the subject as possible, including weapons, other involved parties, additional hazards or injuries.

(g) Establish to an inner and outer perimeter as circumstances require and resources permit to prevent unauthorized access.

(h) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(i) Determine the need for and notify the appropriate persons within and outside the Office, such as command officers and the Public Information Officer.

(j) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(k) Establish a command post.

407.4.2 HOSTAGE SITUATION

Deputies presented with a hostage situation should attempt to avoid a forceful confrontation in favor of controlling the incident in anticipation of the arrival of specialized personnel and trained hostage negotiators. However, it is understood that hostage situations are dynamic and can require that deputies react quickly to developing or changing threats. The following options, while not all-inclusive or in any particular order, should be considered:

(a) Ensure injured persons are evacuated from the immediate threat area if it is reasonably safe to do so. Request medical assistance.

(b) Assign personnel to a contact team to control the subject should he/she attempt to exit the building, structure or vehicle, and attack, use deadly force, attempt to escape or surrender prior to additional resources arriving.

(c) Establish a rapid response team in the event it becomes necessary to rapidly enter a building, structure or vehicle, such as when the suspect is using deadly force against any hostages (see the Rapid Response and Deployment Policy).

(d) Assist hostages or potential hostages to escape if it is reasonably safe to do so. Hostages should be kept separated, if practicable, pending further interview.

(e) Request additional personnel, resources and equipment as needed (e.g., canine team, air support).

(f) Provide responding emergency personnel with a safe arrival route to the location.

(g) Evacuate uninjured persons in the immediate threat area if it is reasonably safe to do so.

(h) Coordinate pursuit or surveillance vehicles and control of travel routes.

(i) Attempt to obtain a line of communication and gather as much information about the suspect as possible, including any weapons, victims and their injuries, additional hazards, other involved parties and any other relevant intelligence information.

(j) Establish an inner and outer perimeter as resources and circumstances permit to prevent unauthorized access.

(k) Evacuate bystanders, residents and businesses within the inner and then outer perimeter as appropriate. Check for injuries, the presence of other involved subjects, witnesses, evidence or additional information.

(l) Determine the need for and notify the appropriate persons within and outside the Office, such as command officers and the Public Information Officer (PIO).

(m) If necessary and available, establish a tactical or exclusive radio frequency for the incident.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

407.5 SUPERVISOR RESPONSIBILITIES

Upon being notified that a hostage or barricade situation exists, the supervisor should immediately respond to the scene, assess the risk level of the situation, establish a proper chain of command and assume the role of Incident Commander until properly relieved. This includes requesting Special Response Team (SRT) response if appropriate and apprising the SRT Commander of the circumstances. In addition, the following options, listed here in no particular order, should be considered:

(a) Ensure injured persons are evacuated and treated by medical personnel.

(b) Ensure the completion of necessary first responder responsibilities or assignments.

(c) Request crisis negotiators, specialized assignment members, additional office members, resources or equipment as appropriate.

(d) Establish a command post location as resources and circumstances permit.

(e) Designate assistants who can help with intelligence information and documentation of the incident.

(f) If it is practicable to do so, arrange for video documentation of the operation.

(g) Consider contacting utility and communication providers when restricting such services (e.g., electric power, gas, telephone service).

(h) Ensure adequate law enforcement coverage for the remainder of the County during the incident. The supervisor should direct nonessential personnel away from the scene unless they have been summoned by the supervisor or the Communication Center.

(i) Identify a media staging area outside the outer perimeter and have the office PIO or a designated temporary media representative provide media access in accordance with the Media Relations Policy.

(j) Identify the need for mutual aid and the transition or relief of personnel for incidents of extended duration.

(k) Debrief personnel and review documentation as appropriate.

407.6 SRT RESPONSIBILITIES

It will be the SRT Commander’s decision, with input from the Incident Commander, whether to deploy the SRT during a hostage or barricade situation. Once the SRT Commander authorizes deployment, the SRT Commander or the authorized designee will be responsible for the tactical response and negotiations. The Incident Commander shall continue to supervise the command post operation, outer perimeter security, evacuation and media access, and will support the SRT. The Incident Commander and the SRT Commander or the authorized designees shall maintain direct communications at all times.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

407.7 REPORTING

Unless otherwise relieved by a supervisor or Incident Commander, the handling deputy at the scene is responsible for completion and/or coordination of incident reports.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Response to Bomb Calls

408.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to assist members of the Boone County Sheriff's Office in their initial response to incidents involving explosives, explosive devices, explosion/bombing incidents or threats of such incidents. Under no circumstances should these guidelines be interpreted as compromising the safety of first responders or the public. When confronted with an incident involving explosives, safety should always be the primary consideration.

408.2 POLICY

It is the policy of the Boone County Sheriff's Office to place a higher priority on the safety of persons and the public over damage or destruction to public or private property.

408.3 RECEIPT OF BOMB THREAT

Office members receiving a bomb threat should obtain as much information from the individual as reasonably possible, including the type, placement and alleged detonation time of the device.

If the bomb threat is received on a recorded line, reasonable steps should be taken to ensure that the recording is preserved in accordance with established office evidence procedures.

The member receiving the bomb threat should ensure that the Shift Supervisor is immediately advised and informed of the details. This will enable the Shift Supervisor to ensure that the appropriate personnel are dispatched, and, as appropriate, the threatened location is given an advance warning.

408.4 GOVERNMENT FACILITY OR PROPERTY

A bomb threat targeting a government facility may require a different response based on the government agency.

408.4.1 BOONE COUNTY SHERIFF'S OFFICE FACILITY

If the bomb threat is against the Boone County Sheriff's Office facility, the Shift Supervisor will direct and assign deputies as required for coordinating a general building search or evacuation of the sheriff's office, as he/she deems appropriate.

408.4.2 OTHER COUNTY OR MUNICIPAL FACILITY OR PROPERTY

If the bomb threat is against a county or municipal facility within the jurisdiction of the Boone County Sheriff's Office that is not the property of this office, the appropriate agency will be promptly informed of the threat. Assistance to the other entity may be provided as the Shift Supervisor deems appropriate.

408.4.3 FEDERAL BUILDING OR PROPERTY

If the bomb threat is against a federal building or property, the Federal Protective Service should be immediately notified. The Federal Protective Service provides a uniformed law enforcement response for most facilities, which may include use of its Explosive Detector Dog teams.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

If the bomb threat is against a federal government property where the Federal Protective Service is unable to provide a timely response, the appropriate facility's security or command staff should be notified.

Bomb threats against a military installation should be reported to the military police or other military security responsible for the installation.

408.5 PRIVATE FACILITY OR PROPERTY

When a member of this office receives notification of a bomb threat at a location in the County of Boone County Sheriff's Office, the member receiving the notification should obtain as much information as reasonably possible from the notifying individual, including:

(a) The location of the facility.

(b) The nature of the threat.

(c) Whether the type and detonation time of the device is known.

(d) Whether the facility is occupied, and if so, the number of occupants currently on-scene.

(e) Whether the individual is requesting sheriff's assistance at the facility.

(f) Whether there are any internal facility procedures regarding bomb threats in place, such as:

1. No evacuation of personnel and no search for a device.
2. Search for a device without evacuation of personnel.
3. Evacuation of personnel without a search for a device.
4. Evacuation of personnel and a search for a device.

The member receiving the bomb threat information should ensure that the Shift Supervisor is immediately notified so that he/she can communicate with the person in charge of the threatened facility.

408.5.1 ASSISTANCE

The Shift Supervisor should be notified when sheriff's assistance is requested. The Shift Supervisor will make the decision whether the Office will render assistance and at what level. Information and circumstances that indicate a reasonably apparent, imminent threat to the safety of either the facility or the public may require a more active approach, including sheriff's control over the facility.

Should the Shift Supervisor determine that the Office will assist or control such an incident, he/she will determine:

(a) The appropriate level of assistance.

(b) The plan for assistance.

(c) Whether to evacuate and/or search the facility.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Whether to involve facility staff in the search or evacuation of the building.

1. The person in charge of the facility should be made aware of the possibility of damage to the facility as a result of a search.
2. The safety of all participants is the paramount concern.

(e) The need for additional resources, including:

1. Notification and response, or standby notice, for fire and emergency medical services.

Even though a facility does not request sheriff's assistance to clear the interior of a building, based upon the circumstances and known threat, deputies may be sent to the scene to evacuate other areas that could be affected by the type of threat, or for traffic and pedestrian control.

408.5.2 INVESTIGATIONS OF BOMBS AND/OR EXPLOSIVE DEVICES

The following guidelines should be followed in all cases involving suspected and/or threats of bomb or other explosive materials.

(a) Begin by searching the low area of the room (from floor to waist). The second phase will be the middle area (floor waist to shoulders), and final phase will be the high area (from shoulders to roof).

(b) Once a team member has completed searching his/her section of the room, members should exchange portions of the room and conduct the search again;

(c) Once team members have cleared their area of responsibility with negative results report to the command Center for additional instruction.

(d) Up concluding the structure search with negative results found, a detailed case report will be completed to include all pertinent information.

408.6 FOUND DEVICE

When handling an incident involving a suspected explosive device, the following guidelines, while not all inclusive, should be followed:

(a) No known or suspected explosive item should be considered safe regardless of its size or apparent packaging.

(b) The device should not be touched or moved except by the bomb squad or military explosive ordnance disposal team.

(c) Personnel should not transmit on any equipment that is capable of producing radio frequency energy within the evacuation area around the suspected device. This includes the following:

1. Two-way radios
2. Cell phones
3. Other personal communication devices

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) The appropriate bomb squad or military explosive ordnance disposal team should be summoned for assistance.

1. The protocols of the responding bomb squad will be followed.

(e) The largest perimeter reasonably possible should initially be established around the device based upon available personnel and the anticipated danger zone.

(f) A safe access route should be provided for support personnel and equipment.

(g) Search the area for secondary devices as appropriate and based upon available resources.

(h) Consider evacuation of buildings and personnel near the device or inside the danger zone and the safest exit route.

(i) Promptly relay available information to the Shift Supervisor including:

1. The time of discovery.
2. The exact location of the device.
3. A full description of the device (e.g., size, shape, markings, construction).
4. The anticipated danger zone and perimeter.
5. The areas to be evacuated or cleared.

408.7 EXPLOSION/BOMBING INCIDENTS

When an explosion has occurred, there are multitudes of considerations which may confront the responding deputies. As in other catastrophic events, a rapid response may help to minimize injury to victims, contamination of the scene by gathering crowds or any additional damage from fires or unstable structures.

408.7.1 CONSIDERATIONS

Deputies responding to explosions, whether accidental or a criminal act, should consider the following actions:

(a) Assess the scope of the incident, including the number of victims and extent of injuries.

(b) Request additional personnel and resources, as appropriate.

(c) Assist with first aid.

(d) Identify and take appropriate precautions to mitigate scene hazards, such as collapsed structures, bloodborne pathogens and hazardous materials.

(e) Assist with the safe evacuation of victims, if possible.

(f) Establish an inner perimeter to include entry points and evacuation routes. Search for additional or secondary devices.

(g) Preserve evidence.

(h) Establish an outer perimeter and evacuate if necessary.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(i) Identify witnesses.

408.7.2 NOTIFICATIONS

When an explosion has occurred, the following people should be notified as appropriate:

- Fire department
- Bomb squad
- Additional office personnel, such as investigators and forensic services
- Field supervisor
- Shift Supervisor
- Other law enforcement agencies, including local, state or federal agencies, such as the FBI and the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
- Other government agencies, as appropriate

408.8 CROWD CONTROL

Only authorized members with a legitimate need should be permitted access to the scene. Spectators and other unauthorized individuals should be restricted to a safe distance as is reasonably practicable given the available resources and personnel.

408.8.1 PRESERVATION OF EVIDENCE

As in any other crime scene, steps should immediately be taken to preserve the scene. The Shift Supervisor should assign deputies to protect the crime scene area, which could extend over a long distance. Consideration should be given to the fact that evidence may be embedded in nearby structures or hanging in trees and bushes.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Crisis Intervention Incidents

409.1 PURPOSE AND SCOPE

This policy provides guidelines for interacting with those who may be experiencing a mental health or emotional crisis. Interaction with such individuals has the potential for miscommunication and violence. It often requires a deputy to make difficult judgments about a person's mental state and intent in order to effectively and legally interact with the individual.

409.1.1 DEFINITIONS

Definitions related to this policy include:

Person in crisis - A person whose level of distress or mental health symptoms have exceeded the person's internal ability to manage his/her behavior or emotions. A crisis can be precipitated by any number of things, including an increase in the symptoms of mental illness despite treatment compliance; noncompliance with treatment, including a failure to take prescribed medications appropriately; or any other circumstance or event that causes the person to engage in erratic, disruptive or dangerous behavior that may be accompanied by impaired judgment.

409.2 POLICY

The Boone County Sheriff's Office is committed to providing a consistently high level of service to all members of the community and recognizes that persons in crisis may benefit from intervention. The Office will collaborate, where feasible, with mental health professionals to develop an overall intervention strategy to guide its members' interactions with those experiencing a mental health crisis. This is to ensure equitable and safe treatment of all involved.

409.3 SIGNS

Members should be alert to any of the following possible signs of mental health issues or crises:

(a) A known history of mental illness

(b) Threats of or attempted suicide

(c) Loss of memory

(d) Incoherence, disorientation or slow response

(e) Delusions, hallucinations, perceptions unrelated to reality or grandiose ideas

(f) Depression, pronounced feelings of hopelessness or uselessness, extreme sadness or guilt

(g) Social withdrawal

(h) Manic or impulsive behavior, extreme agitation or lack of control

(i) Lack of fear

(j) Anxiety, aggression, rigidity, inflexibility or paranoia

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Members should be aware that this list is not exhaustive. The presence or absence of any of these signs should not be treated as proof of the presence or absence of a mental health issue or crisis.

409.4 COORDINATION WITH MENTAL HEALTH PROFESSIONALS

The Sheriff should designate an appropriate Commander to collaborate with mental health professionals to develop an education and response protocol. It should include a list of community resources to guide office interaction with those who may be suffering from mental illness or who appear to be in a mental health crisis.

409.4.1 CRISIS INTERVENTION TEAMS

The designated Commander should coordinate office participation with any local crisis intervention team (CIT), including, as reasonable, identifying CIT-trained officers and incorporating information from the Indiana technical assistance center for CITs into office procedures as appropriate (I.C. § 5-2-21.2-1; I.C. § 5-2-21.2-2; I.C. § 5-2-21.2-6).

409.5 FIRST RESPONDERS

Safety is a priority for first responders. It is important to recognize that individuals under the influence of alcohol, drugs or both may exhibit symptoms that are similar to those of a person in a mental health crisis. These individuals may still present a serious threat to deputies; such a threat should be addressed with reasonable tactics. Nothing in this policy shall be construed to limit a deputy's authority to use reasonable force when interacting with a person in crisis.

Deputies are reminded that mental health issues, mental health crises and unusual behavior are not criminal offenses. Individuals may benefit from treatment as opposed to incarceration.

A deputy responding to a call involving a person in crisis should:

(a) Promptly assess the situation independent of reported information and make a preliminary determination regarding whether a mental health crisis may be a factor.

(b) Request available backup deputies and specialized resources as deemed necessary and, if it is reasonably believed that the person is in a crisis situation, use conflict resolution and de-escalation techniques to stabilize the incident as appropriate.

(c) If feasible, and without compromising safety, turn off flashing lights, bright lights or sirens.

(d) Attempt to determine if weapons are present or available.

(e) Take into account the person's mental and emotional state and potential inability to understand commands or to appreciate the consequences of his/her action or inaction, as perceived by the deputy.

(f) Secure the scene and clear the immediate area as necessary.

(g) Employ tactics to preserve the safety of all participants.

(h) Determine the nature of any crime.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(i) Request a supervisor, as warranted.

(j) Evaluate any available information that might assist in determining cause or motivation for the person's actions or stated intentions.

(k) If circumstances reasonably permit, consider and employ alternatives to force.

409.6 DE-ESCALATION

Deputies should consider that taking no action or passively monitoring the situation may be the most reasonable response to a mental health crisis.

Once it is determined that a situation is a mental health crisis and immediate safety concerns have been addressed, responding members should be aware of the following considerations and should generally:

- Evaluate safety conditions.
- Introduce themselves and attempt to obtain the person's name.
- Be patient, polite, calm and courteous and avoid overreacting.
- Speak and move slowly and in a non-threatening manner.
- Moderate the level of direct eye contact.
- Remove distractions or disruptive people from the area.
- Demonstrate active listening skills (i.e., summarize the person's verbal communication).
- Provide for sufficient avenues of retreat or escape should the situation become volatile.

Responding deputies generally should not:

- Use stances or tactics that can be interpreted as aggressive.
- Allow others to interrupt or engage the person.
- Corner a person who is not believed to be armed, violent or suicidal.
- Argue, speak with a raised voice or use threats to obtain compliance.

409.7 INCIDENT ORIENTATION

When responding to an incident that may involve mental illness or a mental health crisis, the deputy should request that the communication officer provide critical information as it becomes available. This includes:

(a) Whether the person relies on drugs or medication, or may have failed to take his/her medication.

(b) Whether there have been prior incidents or suicide threats/attempts, and whether there has been previous sheriff's response.

(c) Contact information for a treating physician or mental health professional.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Additional resources and a supervisor should be requested as warranted.

409.8 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene of any interaction with a person in crisis. Responding supervisors should:

(a) Attempt to secure appropriate and sufficient resources.

(b) Closely monitor any use of force, including the use of restraints, and ensure that those subjected to the use of force are provided with timely access to medical care (see the Handcuffing and Restraints Policy).

(c) Absent an imminent threat to the public, consider strategic disengagement. This may include removing or reducing law enforcement resources or engaging in passive monitoring.

(d) Ensure that all reports are completed and that incident documentation uses appropriate terminology and language.

(e) Conduct an after-action tactical and operational debriefing, and prepare an after-action evaluation of the incident to be forwarded to the Commander.

(f) Evaluate whether a critical incident stress management debriefing for involved members is warranted.

409.9 INCIDENT REPORTING

Members engaging in any oral or written communication associated with a mental health crisis should be mindful of the sensitive nature of such communications and should exercise appropriate discretion when referring to or describing persons and circumstances.

Members having contact with a person in crisis should keep related information confidential, except to the extent that revealing information is necessary to conform to office reporting procedures or other official mental health or medical proceedings.

409.9.1 DIVERSION

Individuals who are not being arrested should be processed in accordance with the Involuntary Detentions Policy.

409.10 CIVILIAN INTERACTION WITH PEOPLE IN CRISIS

Civilian or clerical members may be required to interact with persons in crisis in an administrative capacity, such as dispatching, records request and animal control issues.

(a) Members should treat all individuals equally and with dignity and respect.

(b) If a member believes that he/she is interacting with a person in crisis, he/she should proceed patiently and in a calm manner.

(c) Members should be aware and understand that the person may make unusual or bizarre claims or requests.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

If a person's behavior makes the member feel unsafe, if the person is or becomes disruptive or violent, or if the person acts in such a manner as to cause the member to believe that the person may be harmful to him/herself or others, a deputy should be promptly summoned to provide assistance.

409.11 EVALUATION

The Commander designated to coordinate the crisis intervention strategy for this office should ensure that a thorough review and analysis of the office response to these incidents is conducted annually. The report will not include identifying information pertaining to any involved individuals, deputies or incidents and will be submitted to the Sheriff through the chain of command.

409.12 SEIZURE OF FIREARMS

A deputy may seize a firearm from a person determined to be dangerous. The seizure may occur with or without a warrant (I.C. § 35-47-14-2).

A dangerous person is a person who, for the purposes of these seizures only, (I.C. § 35-47-14-1):

(a) Presents an imminent risk of personal injury to the person or others.

(b) May present a risk of personal injury to the person or others in the future and the person:

1. Has a mental illness as defined in I.C. § 12-7-2-130 that may be controlled by medication, and has not demonstrated a pattern of voluntarily and consistently taking the person’s medication while not under supervision.

2. Is the subject of documented evidence that would give rise to a reasonable belief that the person has a propensity for violent or emotionally unstable conduct.

Having been recently released from a mental health facility or having a mental illness that is currently controlled by medication does not establish that the individual is dangerous.

A firearm seized without a warrant under these circumstances requires the deputy to submit to the circuit or superior court having jurisdiction over the individual believed to be dangerous, a written statement under oath or affirmation describing the basis for the belief that the individual is dangerous (I.C. § 35-47-14-3).

A deputy is not authorized to perform a warrantless search or seizure if a warrant would otherwise be required.

409.13 TRAINING

In coordination with the mental health community and appropriate stakeholders, the Office will develop and provide initial comprehensive education and training to all office members to enable them to effectively interact with persons in crisis (I.C. § 5-2-1-9).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Involuntary Detentions

410.1 PURPOSE AND SCOPE

This policy provides guidelines for when deputies may place a person under involuntary detention.

410.1.1 DEFINITIONS

Definitions related to this policy include:

Immediate detention - When an individual is involuntarily detained by a deputy for immediate hospitalization as provided in I.C. § 12-26-5-0.5.

Involuntary detention - Includes both immediate and emergency detentions.

Emergency detention - When an individual is involuntarily detained pursuant to a court approved petition under I.C. § 12-26-5-1.

410.2 POLICY

It is the policy of the Boone County Sheriff's Office to protect the public and individuals through legal and appropriate use of the involuntary detention process.

410.3 AUTHORITY

A deputy may take into custody and transport an individual to the appropriate facility in the following circumstances:

(a) There are reasonable grounds to believe that an individual has a mental illness, is either dangerous or gravely disabled, and is in immediate need of hospitalization and treatment (I.C. § 12-26-5-0.5).

(b) Pursuant to a court order (I.C. § 12-26-5-0.5).

(c) Where an emergency detention petition is approved by a judge (I.C. § 12-26-5-2).

Individuals shall not be transported to a state institution (I.C. § 12-26-5-0.5).

410.3.1 VOLUNTARY EVALUATION

If a deputy encounters an individual who may qualify for involuntary detention, they may inquire as to whether the person desires to be voluntarily evaluated at an appropriate facility. If the person so desires, the deputy should:

(a) Transport the person to an appropriate facility that is able to conduct the evaluation and admit the person.

(b) If at any point the person changes their mind regarding voluntary evaluation, the deputies should proceed with immediate detention, if appropriate (I.C. § 12-26-5-0.5).

(c) Document the circumstances surrounding the individual's desire to pursue voluntary evaluation and/or admission.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

410.4 CONSIDERATIONS AND RESPONSIBILITIES

Any deputy handling a call involving a person who may qualify for involuntary detention should consider, as time and circumstances reasonably permit:

(a) Available information that might assist in determining the possible cause and nature of the person's action or stated intentions.

(b) Community or neighborhood mediation services.

(c) Conflict resolution and de-escalation techniques.

(d) Community or other resources that may be readily available to assist with mental health issues.

While these steps are encouraged, nothing in this section is intended to dissuade deputies from taking reasonable action to ensure the safety of the deputies and others.

Involuntary detention should be preferred over arrest for people who have mental health issues and are suspected of committing minor crimes or creating other public safety issues.

410.5 TRANSPORTATION

When transporting any individual for involuntary detention, the transporting deputy should have the Communication Center notify the receiving facility of the estimated time of arrival, the level of cooperation of the individual and whether any special medical care is needed.

Deputies may transport individuals in the patrol unit and shall secure them in accordance with the Handcuffing and Restraints Policy. Should the detainee require transport in a medical transport vehicle and the safety of any person, including the detainee, requires the presence of a deputy during the transport, Shift Supervisor approval is required before transport commences.

410.6 TRANSFER TO APPROPRIATE FACILITY

Upon arrival at the facility, the deputy will escort the individual into a treatment area designated by a facility staff member. If the individual is not seeking treatment voluntarily, the deputy should provide the staff member with the emergency petition or written statement containing the basis for the deputy's belief the person qualifies for immediate detention and remain present to provide clarification of the grounds for detention, upon request.

Absent exigent circumstances, the transporting deputy should not assist facility staff with the admission process, including restraint of the individual. However, if the individual is transported and delivered while restrained, the deputy may assist with transferring the individual to facility restraints and will be available to assist during the admission process, if requested. Under normal circumstances, deputies will not apply facility-ordered restraints.

410.7 DOCUMENTATION

The written statement containing the basis for the conclusion that reasonable grounds exist for immediate detention shall be provided to the facility staff member assigned to the individual. A copy shall be retained for inclusion in the case report and filed with the court if any related criminal charges are filed by the deputy (I.C. § 12-26-5-0.5).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The deputy should also provide a verbal summary to any evaluating staff member regarding the circumstances leading to the immediate detention.

410.8 CRIMINAL OFFENSES

Deputies investigating an individual who is suspected of committing a minor criminal offense and who is being taken into custody on an involuntary detention should resolve the criminal matter by issuing a summons and promise to appear in court, as appropriate.

When an individual who may qualify for an involuntary detention has committed a serious criminal offense that would normally result in an arrest and transfer to a jail facility, the deputy should:

(a) Arrest the individual when there is probable cause to do so.

(b) Notify the appropriate supervisor of the facts supporting the arrest and the facts that would support the involuntary detention.

(c) Facilitate the individual's transfer to jail.

(d) Thoroughly document in the related reports the circumstances that indicate the individual may qualify for an involuntary detention.

In the supervisor's judgment, the individual may be arrested or booked and transported to the appropriate mental health facility. The supervisor should consider the seriousness of the offense, the treatment options available, the ability of this office to regain custody of the individual, office resources (e.g., posting a guard) and other relevant factors in making this decision.

410.9 FIREARMS AND OTHER WEAPONS

Whenever a person is taken into custody for an involuntary detention, the handling deputies should seek to determine if the individual owns or has access to any firearm or other deadly weapon.

Deputies should consider whether it is appropriate and consistent with current search and seizure law under the circumstances to seize any such firearms or other dangerous weapons (e.g., safekeeping, evidence, consent). A firearm may be seized under I.C. § 35-47-14-3 if the deputy believes the person presents an imminent risk of personal injury to him/herself or another and the deputy submits to the circuit or superior court having jurisdiction over the person a written statement under oath or affirmation describing the basis for the belief that the person is dangerous.

Deputies are cautioned that a search warrant may be needed before entering a residence or other place to search, unless lawful warrantless entry has already been made (e.g., exigent circumstances, consent). A warrant may also be needed before searching for or seizing weapons.

The handling deputy should further advise the person of the procedure for the return of any firearm or other weapon that has been taken into custody.

410.10 TRAINING

This office will provide office-approved training on interaction with mentally ill persons, involuntary detentions and crisis intervention (I.C. § 5-2-1-9(g)).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Summons and Release

411.1 PURPOSE AND SCOPE

The purpose of this policy is to provide members of the Boone County Sheriff's Office with guidance on when to release adults who are suspected offenders on a summons and promise to appear in court for a criminal offense, rather than having the person held in custody for a court appearance or released on bail.

Additional release restrictions may apply to those detained for domestic violence, as outlined in the Domestic or Family Violence Policy.

411.2 POLICY

The Boone County Sheriff's Office will consider its resources and its mission of protecting the community when exercising any discretion to release suspected offenders on a summons and promise to appear in court, when authorized to do so.

411.3 RELEASE

A suspected offender may be released on issuance of a summons and promise to appear in court for any misdemeanor except when the offender is (I.C. § 35-33-4-1; I.C. § 9-30-2-5):

(a) Arrested for a traffic misdemeanor other than the misdemeanor of operating a vehicle while intoxicated (OWI). The offender shall be immediately taken to court or released from custody upon signing a written promise to appear in court.

(b) Not an Indiana resident and is arrested for a misdemeanor that regulates the use and operation of a motor vehicle. If the offender is not immediately taken to court, he/she shall be released upon the deposit of a security, if required.

411.4 PROHIBITIONS

The release of a suspected offender on a summons and promise to appear in court is not permitted when:

(a) The person is arrested for a felony (I.C. § 35-33-4-1(f)).

(b) The person is arrested for a motor vehicle misdemeanor when the person (I.C. § 9-30-2-4):

1. Demands an immediate appearance before a court.
2. Is charged with an offense of causing or contributing to an accident resulting in injury to, or death of, another person.
3. Is charged with failure to stop for an accident causing death, personal injuries, or damage to property.
4. Refuses to give a written promise to appear in court.
5. Is charged with driving while the person's license is suspended or revoked.
6. Is charged with OWI.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

See the Domestic or Family Violence Policy for release restrictions related to those investigations.

411.5 CONSIDERATIONS

In determining whether to release a person on a summons and promise to appear in court when discretion is permitted, deputies should consider:

(a) The type of offense committed.

(b) The known criminal history of the suspected offender.

(c) The ability to identify the suspected offender with reasonable certainty.

(d) Whether there is any record of the person failing to appear in previous cases or there are other articulable indications that the person may not appear in court for this offense.

(e) The person’s ties to the area, such as residence, employment or family.

(f) Whether there is reasonable likelihood that criminal conduct by the person will continue.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Foreign Diplomatic and Consular Representatives

412.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure that members of the Boone County Sheriff's Office extend appropriate privileges and immunities to foreign diplomatic and consular representatives in accordance with international law.

412.2 POLICY

The Boone County Sheriff's Office respects international laws related to the special privileges and immunities afforded foreign diplomatic and consular representatives assigned to the United States.

All foreign diplomatic and consular representatives shall be treated with respect and courtesy, regardless of any privileges or immunities afforded them.

412.3 CLAIMS OF IMMUNITY

If a member comes into contact with a person where law enforcement action may be warranted and the person claims diplomatic or consular privileges and immunities, the member should, without delay:

(a) Notify a supervisor.

(b) Advise the person that his/her claim will be investigated and he/she may be released in accordance with the law upon confirmation of the person’s status.

(c) Request the person’s identification card, either issued by the U.S. Department of State (DOS), Office of the Chief of Protocol, or in the case of persons accredited to the United Nations, by the U.S. Mission to the United Nations. These are the only reliable documents for purposes of determining privileges and immunities.

(d) Contact the DOS Diplomatic Security Command Center at 571–345–3146 or toll-free at 866–217–2089, or at another current telephone number, and inform the center of the circumstances.

(e) Verify the immunity status with DOS and follow any instructions regarding further detention, arrest, prosecution and/or release, as indicated by the DOS representative. This may require immediate release, even if a crime has been committed.

Identity or immunity status should not be presumed from the type of license plates displayed on a vehicle. If there is a question as to the status or the legitimate possession of a Diplomat or Consul license plate, a query should be run via the National Law Enforcement Telecommunications System (NLETS), designating “US” as the state.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

412.4 ENFORCEMENT ACTION

If the DOS is not immediately available for consultation regarding law enforcement action, members shall be aware of the following:

(a) Generally, all persons with diplomatic and consular privileges and immunities may be issued a citation or notice to appear. However, the person may not be compelled to sign the citation.

(b) All persons, even those with a valid privilege or immunity, may be reasonably restrained in exigent circumstances for purposes of self-defense, public safety or the prevention of serious criminal acts.

(c) An impaired foreign diplomatic or consular representative may be prevented from driving a vehicle, even if the person may not be arrested due to privileges and immunities.

1. Investigations, including the request for field sobriety tests, chemical tests and any other tests regarding impaired driving may proceed but they shall not be compelled.

(d) The following persons may not be detained or arrested, and any property or vehicle owned by these persons may not be searched or seized:

1. Diplomatic-level staff of missions to international organizations and recognized family members
2. Diplomatic agents and recognized family members
3. Members of administrative and technical staff of a diplomatic mission and recognized family members
4. Career consular officers, unless the person is the subject of a felony warrant

(e) The following persons may generally be detained and arrested:

1. International organization staff; however, some senior officers are entitled to the same treatment as diplomatic agents
2. Support staff of missions to international organizations
3. Diplomatic service staff and consular employees; however, special bilateral agreements may exclude employees of certain foreign countries
4. Honorary consular officers

412.5 DOCUMENTATION

All contacts with persons who have claimed privileges and immunities afforded foreign diplomatic and consular representatives should be thoroughly documented and the related reports forwarded to DOS.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

412.6 DIPLOMATIC IMMUNITY

Reference table on diplomatic immunity:

Category	Arrested or Detained	Enter Residence Subject to Ordinary Procedures	Issued Traffic Citation	Subpoenaed as Witness	Prosecuted	Recognized Family Members
Diplomatic Agent	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Member of Admin and Tech Staff	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity & inviolability)
Service Staff	Yes (note (a))	Yes	Yes	Yes	No for official acts. Yes otherwise (note (a))	No immunity or inviolability (note (a))
Career Consul Officer	Yes if for a felony and pursuant to a warrant (note (a))	Yes (note (d))	Yes	No for official acts Testimony may not be compelled in any case	No for official acts Yes otherwise (note (a))	No immunity or inviolability
Honorable Consul Officer	Yes	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise	No immunity or inviolability
Consulate Employees	Yes (note (a))	Yes	Yes	No for official acts Yes otherwise	No for official acts Yes otherwise (note (a))	No immunity or inviolability (note (a))
Int'l Org Staff (note (b))	Yes (note (c))	Yes (note (c))	Yes	Yes (note (c))	No for official acts Yes otherwise (note (c))	No immunity or inviolability

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Diplomatic-Level Staff of Missions to Int'l Orgs	No (note (b))	No	Yes	No	No	Same as sponsor (full immunity and inviolability)
Support Staff of Missions to Int'l Orgs	Yes	Yes	Yes	Yes	No for official acts Yes otherwise	No immunity or inviolability

Notes for diplomatic immunity table:

(a) This table represents general rules. The employees of certain foreign countries may enjoy higher levels of privileges and immunities on the basis of special bilateral agreements.

(b) Reasonable constraints, however, may be applied in emergency circumstances involving self-defense, public safety or the prevention of serious criminal acts.

(c) A small number of senior officers are entitled to be treated identically to diplomatic agents.

(d) Note that consul residences are sometimes located within the official consular premises. In such cases, only the official office space is protected from police entry.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Violent Intruder Response and Deployment

413.1 PURPOSE AND SCOPE

Violence that is committed in schools, workplaces and other locations by individuals or a group of individuals who are determined to target and kill persons and to create mass casualties presents a difficult situation for law enforcement. The purpose of this policy is to identify guidelines and factors that will assist deputies in situations that call for rapid response and deployment.

413.2 POLICY

The Boone County Sheriff's Office will endeavor to plan for rapid response to crisis situations, and to coordinate response planning with other emergency services as well as with those who are responsible for operating sites that may be the target of a critical incident.

Nothing in this policy shall preclude the use of reasonable force, deadly or otherwise, by members of the Office in protecting themselves or others from death or serious injury.

413.3 CONSIDERATIONS

When dealing with a crisis situation members should:

(a) Assess the immediate situation and take reasonable steps to maintain operative control of the incident.

(b) Obtain, explore and analyze sources of intelligence and known information regarding the circumstances, location and suspect involved in the incident.

(c) Attempt to attain a tactical advantage over the suspect by reducing, preventing or eliminating any known or perceived threat.

(d) Attempt, if feasible and based upon the suspect’s actions and danger to others, a negotiated surrender of the suspect and release of the hostages.

413.4 FIRST RESPONSE

If there is a reasonable belief that acts or threats by a suspect are placing lives in imminent danger, first responding deputies should consider reasonable options to reduce, prevent or eliminate the threat. Deputies must decide, often under a multitude of difficult and rapidly evolving circumstances, whether to advance on the suspect, take other actions to deal with the threat or wait for additional resources.

If a suspect is actively engaged in the infliction of serious bodily harm or other life-threatening activity toward others, deputies should take immediate action, if reasonably practicable, while requesting additional assistance.

Deputies should remain aware of the possibility that an incident may be part of a coordinated multi-location attack that may require some capacity to respond to incidents at other locations.

When deciding on a course of action deputies should consider:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Whether to advance on or engage a suspect who is still a possible or perceived threat to others. Any advancement or engagement should be based on information known or received at the time.

(b) Whether to wait for additional resources or personnel. This does not preclude an individual deputy from taking immediate action.

(c) Whether individuals who are under imminent threat can be moved or evacuated with reasonable safety.

(d) Whether the suspect can be contained or denied access to victims.

(e) Whether the deputies have the ability to effectively communicate with other personnel or resources.

(f) Whether planned tactics can be effectively deployed.

(g) The availability of rifles, shotguns, shields, breaching tools, control devices and any other appropriate tools, and whether the deployment of these tools will provide a tactical advantage.

In the case of a barricaded or trapped suspect, with no hostages and no immediate threat to others, deputies should consider covering escape routes and evacuating persons as appropriate, while summoning and waiting for additional assistance (e.g., special tactics and/or hostage negotiation team response).

413.5 PLANNING

The Enforcement Commander should coordinate critical incident planning. Planning efforts should consider:

(a) Identification of likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Availability of building plans and venue schematics of likely critical incident target sites.

(c) Communications interoperability with other law enforcement and emergency service agencies.

(d) Training opportunities in critical incident target sites, including joint training with site occupants.

(e) Evacuation routes in critical incident target sites.

(f) Patrol first-response training.

(g) Response coordination and resources of emergency medical and fire services.

(h) Equipment needs.

(i) Mutual aid agreements with other agencies.

(j) Coordination with private security providers in critical incident target sites.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

413.6 TRAINING

The Training Coordinator should include rapid response to critical incidents in the training plan. This training should address:

(a) Orientation to likely critical incident target sites, such as schools, shopping centers, entertainment venues and sporting event venues.

(b) Communications interoperability with other law enforcement and emergency service agencies.

(c) Patrol first-response training, including patrol rifle, shotgun, breaching tool and control device training.

(d) First aid, including gunshot trauma.

(e) Reality-based scenario training (e.g., active shooter, disgruntled violent worker).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Immigration Violations

414.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines to members of the Boone County Sheriff's Office relating to immigration and interacting with federal immigration officials.

414.2 POLICY

It is the policy of the Boone County Sheriff's Office that all members make personal and professional commitments to equal enforcement of the law and equal service to the public. Confidence in this commitment will increase the effectiveness of this office in protecting and serving the entire community and recognizing the dignity of all persons, regardless of their national origin or immigration status.

414.3 VICTIMS AND WITNESSES

To encourage crime reporting and cooperation in the investigation of criminal activity, all individuals, regardless of their immigration status, must feel secure that contacting or being addressed by members of law enforcement will not automatically lead to immigration inquiry and/or deportation. While it may be necessary to determine the identity of a victim or witness, members shall treat all individuals equally and not in any way that would violate the United States or Indiana constitutions (I.C. § 5-2-18.2-8).

A deputy may not request verification of the citizenship or immigration status of an individual from federal immigration authorities if the individual is only reporting a crime or is a victim or witness to a crime (I.C. § 5-2-20-3).

414.4 DETENTIONS

A deputy should not detain any individual, for any length of time, for a civil violation of federal immigration laws or a related civil warrant.

A deputy who has a reasonable suspicion that an individual already lawfully contacted or detained has committed a criminal violation of federal immigration law may detain the person for a reasonable period of time in order to contact federal immigration officials to verify whether an immigration violation is a federal civil violation or a criminal violation. If the violation is a criminal violation, the deputy may continue to detain the person for a reasonable period of time if requested by federal immigration officials (8 USC § 1357(g)(10)). No individual who is otherwise ready to be released should continue to be detained only because questions about the individual’s status are unresolved.

If the deputy has facts that establish probable cause to believe that a person already lawfully detained has committed a criminal immigration offense, he/she may continue the detention and may request a federal immigration official to respond to the location to take custody of the detained person (8 USC § 1357(g)(10)).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

A deputy is encouraged to forgo detentions made solely on the basis of a misdemeanor offense when time limitations, availability of personnel, issues of officer safety, communication capabilities, or the potential to obstruct a separate investigation outweigh the need for the detention.

A deputy should notify a supervisor as soon as practicable whenever an individual is being detained for a criminal immigration violation.

414.4.1 SUPERVISOR RESPONSIBILITIES

When notified that a deputy has detained an individual and established reasonable suspicion or probable cause to believe the person has violated a criminal immigration offense, the supervisor should determine whether it is appropriate to:

(a) Transfer the person to federal authorities.

(b) Lawfully arrest the person for a criminal offense or pursuant to a judicial warrant (see the Law Enforcement Authority Policy).

414.5 ARREST NOTIFICATION TO IMMIGRATION AND CUSTOMS ENFORCEMENT

Generally, a deputy should not notify federal immigration officials when booking arrestees at a jail facility. Any required notification will be handled according to jail operation procedures. No individual who is otherwise ready to be released should continue to be detained solely for the purpose of notification.

414.6 FEDERAL REQUESTS FOR ASSISTANCE

Requests by federal immigration officials for assistance from this office should be directed to a supervisor. The Office may provide available support services, such as traffic control or peacekeeping efforts (I.C. § 5-2-18.2-3).

414.7 INFORMATION SHARING

No member of this office will prohibit, or in any way restrict, any other member from doing any of the following regarding the citizenship or immigration status, lawful or unlawful, of any individual (8 USC § 1373; I.C. § 5-2-18.2-3):

(a) Sending information to, or requesting or receiving such information from federal immigration officials

(b) Maintaining such information in office records

(c) Exchanging such information with any other federal, state, or local government entity

(d) Exercising any duty to cooperate with state or federal agencies as provided in I.C. § 5-2-18.2-7

414.7.1 IMMIGRATION DETAINERS

No individual should be held based solely on a federal immigration detainer under 8 CFR 287.7 unless the person has been charged with a federal crime or the detainer is accompanied by a warrant, affidavit of probable cause, or removal order. Notification to the federal authority issuing the detainer should be made prior to the release.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

414.8 U VISA AND T VISA NONIMMIGRANT STATUS

Under certain circumstances, federal law allows temporary immigration benefits, known as a U visa, to victims and witnesses of certain qualifying crimes (8 USC § 1101(a)(15)(U)).

Similar immigration protection, known as a T visa, is available for certain qualifying victims of human trafficking (8 USC § 1101(a)(15)(T)).

Any request for assistance in applying for U visa or T visa status should be forwarded in a timely manner to the Investigation Division supervisor assigned to oversee the handling of any related case. The Investigation Division supervisor should:

(a) Consult with the assigned investigator to determine the current status of any related case and whether further documentation is warranted.

(b) Contact the appropriate prosecutor assigned to the case, if applicable, to ensure the certification or declaration has not already been completed and whether a certification or declaration is warranted.

(c) Address the request and complete the certification or declaration, if appropriate, in a timely manner.

    1. The instructions for completing certification and declaration forms can be found on the U.S. Department of Homeland Security (DHS) website.

(d) Ensure that any decision to complete, or not complete, a certification or declaration form is documented in the case file and forwarded to the appropriate prosecutor. Include a copy of any completed form in the case file.

414.9 TRAINING

The Training Coordinator should ensure deputies receive training on this policy.

Training should include:

(a) Identifying civil versus criminal immigration violations.

(b) Factors that may be considered in determining whether a criminal immigration offense has been committed.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Utility Service Emergencies

415.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for addressing County utility service emergencies. This policy will address calls for service that are directed to the Sheriff's Office.

415.2 POLICY

It is the policy of the Boone County Sheriff's Office to appropriately respond to County emergency utility service requests received by this office.

415.3 UTILITY SERVICE EMERGENCY

A current contact list of County personnel to be notified in the event of a utility service emergency should be available in the Communication Center.

415.3.1 WATER LINES

The County’s responsibility for water lines ends at the water meter; any break or malfunction in the water system from the water meter to a residence or business is the responsibility of the customer.

If a water line break occurs on the County side of the water meter, public works personnel should be notified as soon as practicable.

415.3.2 ELECTRICAL LINES

When a power line poses a hazard, a member of this office should be dispatched to the reported location to protect against personal injury or property damage that might be caused by the power line. The fire department, electric company and/or the public works department should be promptly notified, as appropriate.

415.3.3 RESERVOIRS, PUMPS, WELLS

In the event of flooding or equipment malfunctions involving County reservoirs, pumps or wells, the public works department should be contacted as soon as practicable.

415.3.4 NATURAL GAS LINES

All reports of a possible leak of natural gas or damage to a natural gas line shall promptly be referred to the fire department and the local entity responsible for gas lines. A member of this office should be dispatched to the reported location if it appears that assistance such as traffic control or evacuation is needed.

415.3.5 TRAFFIC SIGNALS

A member of this office should be dispatched upon report of a damaged or malfunctioning traffic signal in order to protect against personal injury or property damage that might occur as the result of the damaged or malfunctioning signal. The member will advise the Communication Center of the problem with the traffic signal. The communication officer should make the necessary notification to the appropriate traffic signal maintenance agency as soon as practicable.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Utility Service Emergencies

A decision to place a signal on flash should include a consultation with the appropriate traffic signal maintenance agency, unless exigent circumstances exist.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Aircraft Accidents

416.1 PURPOSE AND SCOPE

The purpose of this policy is to provide office members with guidelines for handling aircraft accidents.

This policy does not supersede, and is supplementary to, applicable portions of the Crime and Disaster Scene Integrity, Emergency Operations Plan and Hazardous Material Response policies.

416.1.1 DEFINITIONS

Definitions related to this policy include:

Aircraft - Any fixed wing aircraft, rotorcraft, balloon, blimp/dirigible or glider that is capable of carrying a person or any unmanned aerial vehicle other than those intended for non-commercial recreational use.

416.2 POLICY

It is the policy of the Boone County Sheriff's Office to provide an appropriate emergency response to aircraft accidents. This includes emergency medical care and scene management.

416.3 ARRIVAL AT SCENE

Deputies or other authorized members tasked with initial scene management should establish an inner and outer perimeter to:

(a) Protect persons and property.

(b) Prevent any disturbance or further damage to the wreckage or debris, except to preserve life or rescue the injured.

(c) Preserve ground scars and marks made by the aircraft.

(d) Manage the admission and access of public safety and medical personnel to the extent necessary to preserve life or to stabilize hazardous materials.

(e) Maintain a record of persons who enter the accident site.

(f) Consider implementation of an Incident Command System (ICS).

416.4 INJURIES AND CASUALTIES

Members should address emergency medical issues and provide care as a first priority.

Those tasked with the supervision of the scene should coordinate with the National Transportation Safety Board (NTSB) before the removal of bodies. If that is not possible, the scene supervisor should ensure documentation of what was disturbed, including switch/control positions and instrument/gauge readings.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

416.5 NOTIFICATIONS

When an aircraft accident is reported to this office, the responding supervisor shall ensure notification is or has been made to NTSB, the Federal Aviation Administration (FAA), and when applicable, the appropriate branch of the military.

Supervisors shall ensure other notifications are made once an aircraft accident has been reported. The notifications will vary depending on the type of accident, extent of injuries or damage, and the type of aircraft involved. When an aircraft accident has occurred, it is generally necessary to notify the following:

(a) Fire department

(b) Appropriate airport tower

(c) Emergency medical services (EMS)

(d) Coroner (If necessary)

416.6 CONTROLLING ACCESS AND SCENE AUTHORITY

Prior to NTSB arrival, scene access should be limited to authorized personnel from the:

(a) FAA.

(b) Fire department, EMS or other assisting law enforcement agencies.

(c) Coroner.

(d) Air Carrier/Operators investigative teams with NTSB approval.

(e) Appropriate branch of the military, when applicable.

(f) Other emergency services agencies (e.g., hazardous materials teams, biohazard decontamination teams, fuel recovery specialists, explosive ordnance disposal specialists).

The NTSB has primary responsibility for investigating accidents involving civil aircraft. In the case of a military aircraft accident, the appropriate branch of the military will have primary investigation responsibility.

After the NTSB or military representative arrives on-scene, the efforts of this office will shift to a support role for those agencies.

If NTSB or a military representative determines that an aircraft or accident does not qualify under its jurisdiction, the on-scene office supervisor should ensure the accident is still appropriately investigated and documented.

416.7 DANGEROUS MATERIALS

Members should be aware of potentially dangerous materials that might be present. These may include, but are not limited to:

- Fuel, chemicals, explosives, biological or radioactive materials and bombs or other ordnance.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Pressure vessels, compressed gas bottles, accumulators and tires.
- Fluids, batteries, flares and igniters.
- Evacuation chutes, ballistic parachute systems and composite materials.

416.8 DOCUMENTATION

All aircraft accidents occurring within the County of Boone County Sheriff's Office shall be documented. At a minimum, the documentation should include the date, time and location of the incident; any witness statements, if taken; the names of BCSO members deployed to assist; other County resources that were utilized; and cross reference information to other investigating agencies. Suspected criminal activity should be documented in the appropriate crime report.

416.8.1 WRECKAGE

When reasonably safe, members should:

(a) Obtain the aircraft registration number (N number) and note the type of aircraft.

(b) Attempt to ascertain the number of casualties.

(c) Obtain photographs or video of the overall wreckage, including the cockpit and damage, starting at the initial point of impact, if possible, and any ground scars or marks made by the aircraft.

1. Military aircraft may contain classified equipment and therefore shall not be photographed unless authorized by a military commanding officer (18 USC § 795).

(d) Secure, if requested by the lead authority, any electronic data or video recorders from the aircraft that became dislodged or cell phones or other recording devices that are part of the wreckage.

(e) Acquire copies of any recordings from security cameras that may have captured the incident.

416.8.2 WITNESSES

Members tasked with contacting witnesses should obtain:

(a) The location of the witness at the time of his/her observation relative to the accident site.

(b) A detailed description of what was observed or heard.

(c) Any photographs or recordings of the accident witnesses may be willing to voluntarily surrender.

(d) The names of all persons reporting the accident, even if not yet interviewed.

(e) Any audio recordings of reports to 9-1-1 regarding the accident and dispatch records.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

416.9 MEDIA RELATIONS

The Public Information Officer (PIO) should coordinate a response to the media, including access issues, road closures, detours and any safety information that is pertinent to the surrounding community. Any release of information regarding details of the accident itself should be coordinated with the NTSB or other authority who may have assumed responsibility for the investigation.

Depending on the type of aircraft, the airline or the military may be responsible for family notifications and the release of victims' names. The PIO should coordinate with other involved entities before the release of information.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Field Training (FTO)

417.1 PURPOSE AND SCOPE

This policy provides guidelines for field training that ensure standardized training and evaluation, facilitate the transition from the academic setting to the actual performance of general law enforcement duties, and introduce the policies, procedures and operations of the Boone County Sheriff's Office. The policy addresses the administration of field training and the selection, supervision, training and responsibilities of the Field Training Officer (FTO).

417.2 POLICY

It is the policy of the Boone County Sheriff's Office that all newly hired or appointed deputy trainees will participate in field training that is staffed and supervised by trained and qualified FTOs.

417.3 FIELD TRAINING

The Office shall establish minimum standards for field training, which should be a sufficient duration to prepare deputy trainees for law enforcement duties and be in compliance with Indiana Law Enforcement Training Board requirements. The field training is designed to prepare trainees for a patrol assignment and ensure they acquire the skills needed to operate in a safe, productive and professional manner, in accordance with the general law enforcement duties of this office.

To the extent practicable, field training should include procedures for:

(a) Issuance of training materials to each trainee at the beginning of his/her field training.

(b) Daily, weekly and monthly evaluation and documentation of the trainee's performance.

(c) A multiphase structure that includes:

1. A formal evaluation progress report completed by the FTOs involved with the trainee and submitted to the Training Coordinator and FTO coordinator.
2. Assignment of the trainee to a variety of shifts and geographical areas.
3. Assignment of the trainee to a rotation of FTOs in order to provide for an objective evaluation of the trainee's performance.

(d) The trainee's confidential evaluation of his/her assigned FTOs and the field training process.

(e) Retention of all field training documentation in the deputy trainee's training file including:

1. All performance evaluations.
2. Documentation certifying that the trainee has successfully completed field training.

417.3.1 DURATION OF TRAINING

Newly certified and inexperienced deputies are required to complete all phases of the training program before operating as solo deputies.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

New hires with prior work experience as deputies may qualify for a reduction in the duration of the field training program. Field training for these deputies should include, at a minimum, operational procedures and directives specific to the Office.

417.3.2 IN-SERVICE RETRAINING PROGRAM

The program provides a system to provide retraining and orientation to sworn officers returning to Patrol from extended absences or assignments, to include:

(a) Sworn Officers who have been out of Patrol for a period of 180 calendar days or more will be assigned to a FTO for a minimum of seven days.

(b) During the time such sworn officers are assigned with an FTO they will not be subject to the formalized evaluations required of probationary officers in training. The FTO's function is to re-familiarize the officer with agency forms, updated policy/procedure/ general orders, and in conjunction with the FTO Commander and/or Training section, to ensure that the returning officer is provided such opportunities as are necessary to meet or re-qualify in skill areas such as CPR, Firearms, etc.

(c) Sworn officers returning to Patrol from extended absences or assignments will receive such retraining and orientation as part of their regularly scheduled patrol duties and as such will be assigned as part of a "Double Car" and can be utilized to handle any double car assignments while being counted as part of manpower.

417.4 FIELD TRAINING UNIT COMMANDER

(a) The Field Training Unit Commander shall be the Uniform Division Commander, or designee, who is organizationally responsible for the daily operation of the uniformed Patrol Division unless otherwise designated by the Sheriff or Chief Deputy.

(b) The Field Training Unit Commander shall be responsible for the general control and evaluation of the Field Training and Evaluation Program and shall assume the staff monitoring of all probationary patrol officers for the duration of their probationary period.

(c) The Field Training Unit Commander shall coordinate, when appropriate, the preparation of a statement of probationary officer development to date and submit it to the Sheriff or Chief Deputy, through the chain of command with a recommendation to retain, recycle, or dismiss the probationary officer after the completion of each phase. All other Field Training Unit personnel and Patrol supervisors will be offered the opportunity to provide input in this evaluation.

417.5 FTO COORDINATOR

The Field Training Unit Coordinator shall be the Uniform Division Commander, or the Uniform Division Commander's designee.

The responsibilities of the coordinator include, but are not limited to:

(a) Assigning of trainees to FTOs.

(b) Conducting FTO meetings.

(c) Maintaining and ensuring FTO and trainee performance evaluations are completed.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Maintaining, updating and issuing office training materials to each FTO and trainee.

(e) Developing ongoing training for FTOs.

(f) Mentoring and supervising individual FTO performance.

(g) Monitoring the overall performance of field training.

(h) Keeping the Shift Supervisor informed through monthly evaluation reports about the trainees' progress.

(i) Maintaining liaison with FTO coordinators from other law enforcement agencies.

(j) Maintaining liaison with sheriff's academy staff on recruit deputy performance during academy attendance.

(k) The Coordinator shall, in concert with the Unit Commander, be responsible for planning directing and evaluating predetermined field training assignments and any changes in such assignments or variations in the length of the assignment.

(l) The Field Training Unit Commander shall work closely with the Shift Supervisor of probationary officers during and after the completion of the Field Training and Evaluation Program assignments to determine and correct any minor deficiencies and may recommend a recycling of a probationary officer for retraining.

(m) The Field Training Unit Commander shall coordinate, when appropriate, the preparation of a statement of probationary officer development to date and submit it to the Sheriff or Chief Deputy, through the chain of command with a recommendation to retain, recycle, or dismiss the probationary officer after the completion of each phase. All other Field Training Unit personnel and Patrol supervisors will be offered the opportunity to provide input in this evaluation.

417.5.1 PROCESS REVIEW MEETINGS

The FTO coordinator should arrange for periodic meetings with FTOs in order to discuss:

(a) Updates to office directives and procedures.

(b) New information relevant to the FTO training program (e.g., training methods, laws).

(c) Experiences during most recent training cycle (e.g., training problems, suggestions for program improvement).

(d) Any other information pertinent to the FTOs.

Meetings should be documented and include a roster of attendees.

417.6 FIELD TRAINING SUPERVISOR

(a) The Field Training Supervisor has a dual responsibility of shift supervisor and the training and evaluation of probationary personnel assigned to the shift. The Field Training Sergeant shall keep the other shift supervisors and command personnel informed of the progress of probationary officers assigned to the shift.

(b) The Field Training Supervisor must ensure that the training and evaluation processes are completed. Various sources of information should be utilized to achieve these goals, including (but not limited to) daily observation reports, oral communications

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

with the Field Training Officers and unit personnel, tests, and personal observations of probationary officers performance to summarize the weekly progress. This weekly summary shall be forwarded to the Sheriff and Chief Deputy through the chain of command.

(c) The Field Training Supervisor is also responsible for the weekly review of the probationary officer's training guide (Training Manual) to determine if it's up to date and properly filled out. If it is not current, the Field Training Supervisor should ascertain why it is not, giving special attention to the possible need for remedial training.

(d) Reports written by the probationary officer also serve to identify deficiencies, especially ones of spelling, grammar, neatness, attention to detail and the general organization of thoughts. The Field Training Supervisor is responsible for the review of these reports along with the Field Training Officer.

(e) The Field Training Supervisor shall make certain that the "Supervisors Training Reports" are completed and submitted to the Field Training Coordinator.

(f) Whenever possible, the field Training Supervisor should attend the various training sessions and field Training Unit meetings to provide firsthand information concerning probationary officers performance and to allow the opportunity to evaluate the instructional techniques of the Field Training Officers.

(g) The Field Training Supervisor must monitor the overall training of probationary officers assigned to the shift to ensure that program standards are being met.

417.7 FTO SELECTION, TRAINING AND RESPONSIBILITIES

417.7.1 SELECTION PROCESS

The selection of an FTO will be at the discretion of the Sheriff or the authorized designee. Selection will be based on the deputy's:

(a) Desire to be an FTO.

(b) Experience, which shall include a minimum of three years of patrol experience, two of which shall be with this office.

(c) Demonstrated ability as a positive role model.

(d) Successful completion of an internal oral interview process.

(e) Evaluation by supervisors and current FTOs.

(f) Possession of, or ability to obtain, office-approved certification.

An FTO must remain in good standing and may be relieved from FTO duties due to discipline, inappropriate conduct or poor performance.

417.7.2 TRAINING

A deputy selected as an FTO shall successfully complete the office-approved FTO course prior to being assigned as an FTO.

All FTOs must complete an FTO update course approved by this office every three years while assigned to the position of FTO.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

417.7.3 TRAINING MATERIALS

The FTO shall receive training materials outlining the requirements, expectations and objectives of the FTO position. FTOs should refer to their training materials or the FTO coordinator regarding specific questions related to FTO or field training.

See attachment: FTO - Training Manual

417.7.4 RESPONSIBILITIES

(a) The Field Training Officer shall be responsible for the training and evaluation for the probationary officers when assigned to them, as directed by the Field Training Unit Command Staff.

(b) The Field Training Officer is the essential means by which the goals for the program are achieved, specifically, the production of a law enforcement officer capable of working a solo assignment in a safe, skillful, productive and professional manner.

(c) The Field Training Officer has two primary roles to fulfill:

1. That of police officer assuming full patrol duties.
2. That of a trainer and evaluator of probationary officers
3. The Field Training Officer may be released from Field Training and evaluation duties as follows:
4. At the direction of the Sheriff or Chief Deputy.
5. At the request of the individual concerned.
6. By removal of assignment from Patrol duties.

417.8 ASSIGNMENT OF PROBATIONARY OFFICERS

Probationary officers shall be assigned to the Patrol (Uniform) Division unless otherwise ordered by the Sheriff or Chief Deputy.

(a) Each probationary officer who is assigned to the Patrol (uniform) Division shall be placed in the Field Training and Evaluation assignment under the supervision of a Field Training Supervisor and Field Training officer as defined in this order:

(b) The field training assignment will be predetermined and will be varied only when a probationary officer needs retraining.

(c) The Field Training Unit Commander may continue the field training assignment for a probationary officer beyond the predetermined time should the need for further training and evaluation be apparent with the approval of the Chief Deputy.

(d) The Field Training and Evaluation Program shall be divided into five (5) steps. They are:

1. Step One – Fifteen (15) working days duration
   (a) Minimum of Twelve (12) working days for structured training and evaluation
2. Step Two – Fifteen (15) working days duration

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Training and evaluation period

3. Step Three – Fifteen (15) working days duration

(a) Training and evaluation period

4. Step Four – Ten (10) working days duration

(a) At this step, the FTO Coordinator will ensure that any "missed" (uncertified days) are made up and that a minimum of forty-four (44) certified days of training and evaluation have been completed.

(b) There shall be ten (10) working days of "Shadow Time" (evaluation only) in which the Field Training Officer may be in plain clothes and probationary officer in uniform.

(c) Formal FTO Field Training is completed at the end of Step Four.

5. Step Five – Balance of the twelve (12) month probation period:

(a) Solo performance by probationary officer

(b) Probationary officer remains on probationary status; shift supervisors complete "MONTHLY EVALUATION REPORTS."

(e) The duration of field training may be altered at the discretion of the field training supervisor, depending on prior experience.

417.9 EXTENSION OF TRAINING

The Field Training and Evaluation period may be extended for the probationary officer at the discretion of the Sheriff.

417.10 TRAINING/WORKING DAYS

Probationary officers are credited for a training/working day only if assigned with a Field Training Officer (FTO) or Field Training Sergeant and a formal evaluation is completed (Daily Observation Report). This period shall consist of a minimum of forty-four (44) working days.

417.11 PROGRESS

(a) Daily Observation Report:

1. Completed by the designated Field Training Officer each training period starting with the first (1st) working day of Step One.

(b) Weekly Evaluation Report:

1. Completed by the designated Field Training Supervisor for each six (6) day training and evaluation period.

(c) Ending Evaluation Report:

1. Completed by the Field Training Coordinator in conjunction with the Field Training Officers and Supervisors at the completion of Steps One, Two, Three, and Four. This report shall denote the recruit's areas of weakness and shall reflect references to past remedial training. This report shall also contain a

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

recommendation to advance to the next phase or retain for additional training. The report is prepared on the basis of previous reports, personal observations, and with the Cadre.

(d) Recruit Self Evaluation:

1. Completed by the recruit officer at the completion of Steps One, Two, Three, and Four detailing his/her estimate of strengths and weaknesses.

(e) Evaluation of Field Training Officer:

1. Completed by the Recruit at the completion of each Step or at the discretion of the Field Training Commander or Coordinator.

(f) Examination:

1. Completed by the Recruit at the end of each week or more frequently at the discretion of the Field Training Officer or Supervisor. A final examination will be administered at the end of Step Four training:

(a) A score of seventy percent (70%) will be required as a passing grade for all examination.

(g) Monthly Evaluation Report:

1. Completed by the designated Field Training Supervisor.

(a) At the completion of Step Four (4), the Field Training Coordinator will see that monthly evaluations are continued until the probation period is completed.

(b) The Monthly Evaluation Reports will be reviewed by the Field Training Commander, Chief Deputy, and Sheriff.

417.12 FIELD TRAINING BOARD (FTO'S)

Shall consist of:

(a) Field Training Unit Commander.

(b) Field Training Unit Coordinator.

(c) Field Training Unit Supervisor.

(d) Three (3) Field Training Officers.

(e) Board Action:

1. Required to advance recruit from Field Training Step Four to phase Step Five and recommend an extension of the training period if necessary.

417.13 PROBATIONARY REVIEW BOARD

Shall consist of

(a) The Sheriff

(b) The Chief Deputy,

(c) Board Action:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. To advance Recruit from Probationary status to permanent status.

417.14 RECRUIT TERMINATION PROCESS

(a) At any time during the Field Training stage a Recruit is not performing at satisfactory level, a recommendation for termination may be initiated.

(b) Memorandums and recommendations for termination are sent to the Field Training Commander.

(c) The Field Training Commander shall gather all memorandums and ensure all supporting data is attached.

(d) If the Field Training Commander concurs with a recommendation for termination, the Field Training Commander will prepare a detailed report and send via the chain of command to the Sheriff.

(e) The Sheriff shall make the final decision regarding dismissal.

417.15 DISPOSITION OF FIELD TRAINING EVALUATIONS

(a) Upon completion of the Recruit's Field Training board action or termination, his/ her Field Training and Evaluation Program forms will be filed as follows:

1. Office Personnel File
2. Field Training board action report
3. All Termination Paperwork

(b) All other Field Training and Evaluation Program Files

1. Shall be maintained in the Official Training Files by Officer's name;

(a) Field Training and Evaluation ProgramFiles are confidential and shall be reviewed only by persons with a "need to know" upon approval of the Field Training Commander, Chief Deputy and/or the Sheriff.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Air Support

418.1 PURPOSE AND SCOPE

The use of air support can be invaluable in certain situations. This policy specifies situations where the use of air support may be requested and the responsibilities for making a request.

418.2 POLICY

It is the policy of the Boone County Sheriff's Office to prioritize requests for air support to enhance law enforcement objectives and provide additional safety to deputies and the community.

418.3 REQUEST FOR AIR SUPPORT

If a supervisor or deputy in charge of an incident determines that the use of air support would be beneficial, a request to obtain air support may be made.

418.3.1 CIRCUMSTANCES FOR REQUESTS

Law enforcement air support may be requested under conditions that include, but are not limited to:

(a) When the safety of deputies or the community is in jeopardy and the presence of air support may reduce such hazard.

(b) When the use of air support will aid in the capture of a suspected fleeing felon whose continued freedom represents an ongoing threat to deputies or the community.

(c) When air support is needed to locate a person who is lost and whose continued absence constitutes a serious health or safety hazard.

(d) Vehicle pursuits.

(e) Pre-planned events or actions that require air support.

(f) Due to a request under an existing mutual aid agreement.

(g) When the Shift Supervisor or equivalent authority determines a reasonable need exists.

418.3.2 ALLIED AGENCY REQUEST

After consideration and approval of the request for air support, the Shift Supervisor or the authorized designee will call the closest agency having available air support and will apprise that agency of the specific details of the incident prompting the request.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Contacts and Temporary Detentions

419.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for temporarily detaining but not arresting persons in the field, conducting field interviews (FI) and pat-down searches, and the taking and disposition of photographs.

419.1.1 DEFINITIONS

Definitions related to this policy include:

Consensual encounter - When a deputy contacts an individual but does not create a detention through words, actions, or other means. In other words, a reasonable individual would believe that his/her contact with the deputy is voluntary.

Field interview (FI) - The brief detainment of an individual, whether on foot or in a vehicle, based on reasonable suspicion for the purpose of determining the individual's identity and resolving the deputy's suspicions.

Field photographs - Posed photographs taken of a person during a contact, temporary detention, or arrest in the field. Undercover surveillance photographs of an individual and recordings captured by the normal operation of a Mobile Audio/Video (MAV) system, body-worn camera, or public safety camera when persons are not posed for the purpose of photographing are not considered field photographs.

Pat-down search - A type of search used by deputies in the field to check an individual for dangerous weapons. It involves a thorough patting-down of clothing to locate any weapons or dangerous items that could pose a danger to the deputy, the detainee, or others.

Reasonable suspicion - When, under the totality of the circumstances, a deputy has articulable facts that criminal activity may be afoot and a particular person is connected with that possible criminal activity.

Temporary detention - When a deputy intentionally, through words, actions, or physical force, causes an individual to reasonably believe he/she is required to restrict his/her movement without an actual arrest. Temporary detentions also occur when a deputy actually restrains a person’s freedom of movement.

419.2 POLICY

The Boone County Sheriff's Office respects the right of the public to be free from unreasonable searches or seizures. Due to an unlimited variety of situations confronting the deputy, the decision to temporarily detain a person and complete an FI, pat-down search or field photograph shall be left to the deputy based on the totality of the circumstances, officer safety considerations and constitutional safeguards.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

419.3 FIELD INTERVIEWS

Based on observance of suspicious circumstances or upon information from investigation, a deputy may initiate the stop of a person, and conduct an FI, when there is articulable, reasonable suspicion to do so. A person, however, shall not be detained longer than is reasonably necessary to resolve the deputy's suspicion.

Nothing in this policy is intended to discourage consensual contacts. Frequent casual contact with consenting individuals is encouraged by the Boone County Sheriff's Office to strengthen community involvement, community awareness and problem identification.

419.3.1 INITIATING A FIELD INTERVIEW

When initiating the stop, the deputy should be able to point to specific facts which, when considered with the totality of the circumstances, reasonably warrant the stop. Such facts include but are not limited to an individual's:

(a) Appearance or demeanor suggesting that he/she is part of a criminal enterprise or is engaged in a criminal act.

(b) Actions suggesting that he/she is engaged in a criminal activity.

(c) Presence in an area at an inappropriate hour of the day or night.

(d) Presence in a particular area is suspicious.

(e) Carrying of suspicious objects or items.

(f) Excessive clothes for the climate or clothes bulging in a manner that suggest he/she is carrying a dangerous weapon.

(g) Location in proximate time and place to an alleged crime.

(h) Physical description or clothing worn that matches a suspect in a recent crime.

(i) Prior criminal record or involvement in criminal activity as known by the deputy.

419.4 PAT-DOWN SEARCHES

Once a valid stop has been made, and consistent with a deputy's training and experience, a deputy may pat a suspect's outer clothing for weapons if the deputy has a reasonable, articulable suspicion the suspect may pose a safety risk. The purpose of this limited search is not to discover evidence of a crime, but to allow the deputy to pursue the investigation without fear of violence. Circumstances that may establish justification for performing a pat-down search include but are not limited to:

(a) The type of crime suspected, particularly in crimes of violence where the use or threat of weapons is involved.

(b) Where more than one suspect must be handled by a single deputy.

(c) The hour of the day and the location or area where the stop takes place.

(d) Prior knowledge of the suspect's use of force and/or propensity to carry weapons.

(e) The actions and demeanor of the suspect.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(f) Visual indications which suggest that the suspect is carrying a firearm or other dangerous weapon.

Whenever practicable, a pat-down search should not be conducted by a lone deputy. A cover deputy should be positioned to ensure safety and should not be involved in the search.

419.5 FIELD PHOTOGRAPHS

All available databases should be searched before photographing any field detainee. If a photograph is not located, or if an existing photograph no longer resembles the detainee, the deputy shall carefully consider, among other things, the factors listed below.

419.5.1 FIELD PHOTOGRAPHS TAKEN WITH CONSENT

Field photographs may be taken when the subject being photographed knowingly and voluntarily gives consent. The consent can be documented by portable audio/video recording.

419.5.2 FIELD PHOTOGRAPHS TAKEN WITHOUT CONSENT

Field photographs may be taken without consent only if they are taken during a detention that is based upon reasonable suspicion of criminal activity, and the photograph serves a legitimate law enforcement purpose related to the detention. The deputy must be able to articulate facts that reasonably indicate that the subject was involved in or was about to become involved in criminal conduct. The subject should not be ordered to remove or lift any clothing for the purpose of taking a photograph.

If, prior to taking a photograph, the deputy's reasonable suspicion of criminal activity has been dispelled, the detention must cease and the photograph should not be taken.

All field photographs and related reports shall be submitted to a supervisor and retained in compliance with this policy.

419.5.3 DISPOSITION OF PHOTOGRAPHS

All detainee photographs must be adequately labeled and submitted to the Shift Supervisor with either an associated FI card or other documentation explaining the nature of the contact. If an individual is photographed as a suspect in a particular crime, the photograph should be submitted as an evidence item in the related case, following standard evidence procedures.

If a photograph is not associated with an investigation where a case number has been issued, the Shift Supervisor should review and forward the photograph to one of the following locations:

(a) If the photograph and associated FI or documentation is relevant to criminal organization/enterprise enforcement, the Shift Supervisor will forward the photograph and documents to the designated criminal intelligence system supervisor. The supervisor will ensure the photograph and supporting documents are retained as prescribed in the Criminal Organizations Policy.

(b) Photographs that do not qualify for retention in a criminal intelligence system or temporary information file shall be forwarded to the Records Section.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

When a photograph is taken in association with a particular case, the investigator may use such photograph in a photo lineup. Thereafter, the individual photograph should be retained as a part of the case file. All other photographs shall be retained in accordance with the established records retention schedule.

419.5.4 SUPERVISOR RESPONSIBILITIES

While it is recognized that field photographs often become valuable investigative tools, supervisors should monitor such practices in view of the above listed considerations. This is not to imply that supervisor approval is required before each photograph is taken.

Access to, and use of, field photographs shall be strictly limited to law enforcement purposes.

419.6 WITNESS IDENTIFICATION AND INTERVIEWS

Because potential witnesses to an incident may become unavailable or the integrity of their statements compromised with the passage of time, deputies should, when warranted by the seriousness of the case, take reasonable steps to promptly coordinate with an on-scene supervisor and/or criminal investigator to utilize available members for the following:

(a) Identifying all persons present at the scene and in the immediate area.

1. When feasible, a recorded statement should be obtained from those who claim not to have witnessed the incident but who were present at the time it occurred.
2. Any potential witness who is unwilling or unable to remain available for a formal interview should not be detained absent reasonable suspicion to detain or probable cause to arrest. Without detaining the individual for the sole purpose of identification, deputies should attempt to identify the witness prior to his/her departure.

(b) Witnesses who are willing to provide a formal interview should be asked to meet at a suitable location where criminal investigators may obtain a recorded statement. Such witnesses, if willing, may be transported by office members.

1. A written, verbal or recorded statement of consent should be obtained prior to transporting a witness. When the witness is a minor, consent should be obtained from the parent or guardian, if available, prior to transport.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Criminal Organizations

420.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that the Boone County Sheriff's Office appropriately utilizes criminal intelligence systems and temporary information files to support investigations of criminal organizations and enterprises.

420.1.1 DEFINITIONS

Definitions related to this policy include:

Criminal intelligence information - Information on identifiable individuals compiled in an effort to anticipate, prevent or monitor possible criminal activity, including terrorist activity. Criminal intelligence information does not include criminal investigative information, which is information on identifiable individuals compiled in the course of the investigation of specific criminal acts (I.C. § 5-2-4-1).

Criminal intelligence system - Any record system that receives, stores, exchanges or disseminates information that has been evaluated and determined to be relevant to the identification of a criminal organization or enterprise, its members or affiliates. This does not include temporary information files.

420.2 POLICY

The Boone County Sheriff's Office recognizes that certain criminal activities, including, but not limited to gang crimes and drug trafficking, often involve some degree of regular coordination and may involve a large number of participants over a broad geographical area.

It is the policy of this office to collect and share relevant information while respecting the privacy and legal rights of the public.

420.3 CRIMINAL INTELLIGENCE SYSTEMS

No office member may create, submit to or obtain information from a criminal intelligence system unless the Sheriff has approved the system for office use.

Any criminal intelligence system approved for office use should meet or exceed the standards of 28 CFR 23.20.

A designated supervisor will be responsible for maintaining each criminal intelligence system that has been approved for office use. The supervisor or the authorized designee should ensure the following:

(a) Members using any such system are appropriately selected and trained.

(b) Use of every criminal intelligence system is appropriately reviewed and audited.

(c) Any system security issues are reasonably addressed.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

420.3.1 SYSTEM ENTRIES

It is the designated supervisor's responsibility to approve the entry of any information from a report, field interview (FI), photo or other relevant document into an authorized criminal intelligence system. If entries are made based upon information that is not on file with this office, such as open or public source documents or documents that are on file at another agency, the designated supervisor should ensure copies of those documents are retained by the Records Section. Any supporting documentation for an entry shall be retained by the Records Section in accordance with the established records retention schedule and for at least as long as the entry is maintained in the system.

The designated supervisor should ensure that any documents retained by the Records Section are appropriately marked as intelligence information. The Investigations Commander or the authorized designee may not purge such documents without the approval of the designated supervisor.

420.3.2 CRIMINAL INTELLIGENCE SYSTEM

The Sheriff shall designate at least one person/position to act as a liaison with Homeland Security. This position will be familiar with and review homeland security information that is pertinent to the agency and the jurisdiction.

Under the direction of the Homeland Security liaison, authorized members may obtain and transfer criminal intelligence information with the Indiana Intelligence Fusion Center if reasonable suspicion exists that the subject of the criminal intelligence information is involved with, or has knowledge of, possible criminal or terrorist activity and the criminal intelligence information is relevant to the criminal or terrorist activity (I.C. § 10-11-9-4).

420.3.3 SHARED INFORMATION RECORD

Criminal intelligence information associated with organized crime, narcotics, and vice crimes that is shared with or received from another agency shall be maintained in accordance with the established records retention schedule.

420.4 TEMPORARY INFORMATION FILE

No member may create or keep files on individuals that are separate from the approved criminal intelligence system. However, members may maintain temporary information that is necessary to actively investigate whether a person or group qualifies for entry into the office-approved criminal intelligence system only as provided in this section. Once information qualifies for inclusion, it should be submitted to the supervisor responsible for consideration of criminal intelligence system entries.

420.4.1 FILE CONTENTS

A temporary information file may only contain information and documents that, within one year, will have a reasonable likelihood to meet the criteria for entry into an authorized criminal intelligence system.

Information and documents contained in a temporary information file:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Must only be included upon documented authorization of the responsible office supervisor.

(b) Should not be originals that would ordinarily be retained by the Records Section or Crime Scene Investigation Division, but should be copies of, or references to, retained documents, such as copies of reports, FI forms, the Communication Center records or booking forms.

(c) Shall not include opinions. No person, organization or enterprise shall be labeled as being involved in crime beyond what is already in the document or information.

(d) May include information collected from publicly available sources or references to documents on file with another government agency. Attribution identifying the source should be retained with the information.

(e) Criminal intelligence information concerning a particular individual shall be collected and maintained only if grounds exist connecting the individual with known or suspected criminal activity and if the information is relevant to that activity (I.C. § 5-2-4-3).

Criminal intelligence information shall not be placed in a criminal history file, nor shall a criminal history file indicate or suggest that a criminal intelligence file exists on the individual to whom the information relates. Criminal history information may, however, be included in criminal intelligence files (I.C. § 5-2-4-2).

420.4.2 FILE REVIEW AND PURGING

The contents of a temporary information file shall not be retained longer than one year. At the end of one year, the contents must be purged.

Criminal intelligence information shall be reviewed by the Sheriff at regular intervals to determine whether the grounds for retaining the information still exist. If not, the criminal intelligence information shall be destroyed (I.C. § 5-2-4-4).

420.5 INFORMATION RECOGNITION

Office members should document facts that suggest an individual, organization or enterprise is involved in criminal activity and should forward that information appropriately. Examples include, but are not limited to:

(a) Gang indicia associated with a person or residence.

(b) Information related to a drug-trafficking operation.

(c) Vandalism indicating an animus for a particular group.

(d) Information related to an illegal gambling operation.

Office supervisors who utilize an authorized criminal intelligence system should work with the Training Coordinator to train members to identify information that may be particularly relevant for inclusion.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

420.6 RELEASE OF INFORMATION

Office members shall comply with the rules of an authorized criminal intelligence system regarding inquiries and release of information.

Information from a temporary information file may only be furnished to office members and other law enforcement agencies on a need-to-know basis and consistent with the Records Maintenance and Release Policy (I.C. § 5-2-4-6).

When an inquiry is made by the parent or guardian of a juvenile as to whether that juvenile's name is in a temporary information file, such information should be provided by the supervisor responsible for the temporary information file, unless there is good cause to believe that the release of such information might jeopardize an ongoing criminal investigation.

When necessary to avoid imminent danger to life or property, the Office may disseminate an assessment of criminal intelligence information to (I.C. § 5-2-4-7):

(a) A government official.

(b) Another individual:

1. Whose life or property is in imminent danger.
2. Who is responsible for protecting the life or property of another person.
3. Who may be in a position to reduce or mitigate the imminent danger to life or property.

420.7 CRIMINAL STREET GANGS

The Investigation Division supervisor should ensure that there are an appropriate number of office members who can:

(a) Testify as experts on matters related to criminal gangs, and maintain an above-average familiarity with:

1. Criminal gang development (I.C. § 35-45-9-1).
2. Criminal gang membership (I.C. § 35-50-2-15).
3. Furthering or benefitting the criminal gang (I.C. § 35-45-9-3).

(b) Coordinate with other agencies in the region regarding criminal gang-related crimes and information to include the Indiana Gang Network (INGangNetwork).

(c) Train other members to identify gang indicia and investigate criminal gang-related crimes.

420.8 TRAINING

The Training Coordinator should provide training on best practices in the use of each authorized criminal intelligence system to those tasked with investigating criminal organizations and enterprises. Training should include:

(a) The protection of civil liberties.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Participation in a multi-agency criminal intelligence system.

(c) Submission of information into a multi-agency criminal intelligence system or the receipt of information from such a system, including any governing federal and state rules and statutes.

(d) The type of information appropriate for entry into a criminal intelligence system or temporary information file.

(e) The review and purging of temporary information files.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Shift Supervisors

421.1 PURPOSE AND SCOPE

This policy provides guidelines for the designation of a Shift Supervisor and, as needed, an acting Shift Supervisor for each shift.

421.2 POLICY

Each shift will be directed by a Shift Supervisor capable of making decisions and managing in a manner consistent with the mission of the Boone County Sheriff's Office. To accomplish this, a Sergeant shall be designated as the Shift Supervisor for each shift.

421.3 DESIGNATION AS ACTING SHIFT SUPERVISOR

With prior authorization from the Enforcement Commander, generally when a Sergeant is unavailable for duty as Shift Supervisor, a qualified lower-ranking member shall be designated as acting Shift Supervisor in accordance with the terms of the Temporary Supervisors subsection of the Supervision Staffing Levels Policy.

421.4 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor shall have overall responsibility and accountability for the operation of this office on an assigned shift. Duties may include, but are not limited to:

(a) Ensuring sufficient members are on-duty to accomplish the mission of the Boone County Sheriff's Office.

(b) Managing the shift schedule.

(c) Providing command-level oversight of major crime scenes, tactical situations or disasters.

(d) Establishing service-level priorities.

(e) Providing job-related training and guidance to subordinates.

(f) Acquiring outside resources or providing assistance to other agencies, when applicable.

(g) Handling service inquiries or complaints from the public.

(h) Acting as the Public Information Officer when appropriate.

(i) Managing risk exposure.

(j) Ensuring the security of all office facilities.

(k) Ensuring the proper equipment and vehicles are available for member use.

(l) Representing the Office at community functions.

(m) Serving as a temporary Commander when so designated.

See attachment: Enforcement Operations Captain Responsibilities

See attachment: Enforcement Division Sergeant Responsibilities

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Mobile Audio/Video

422.1 PURPOSE AND SCOPE

The Boone County Sheriff's Office has equipped law enforcement vehicles with Mobile Audio/ Video (MAV) recording systems to provide records of events and to assist deputies in the performance of their duties. This policy provides guidance on the use of these systems.

422.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - Any process that causes the MAV system to transmit or store video or audio data in an active mode.

In-car camera system and MAV system - Synonymous terms that refer to any system that captures audio and video signals, that is capable of installation in a vehicle, and that includes at a minimum, a camera, microphone, recorder and monitor.

MAV technician - Personnel certified or trained in the operational use and repair of MAVs, duplicating methods, storage and retrieval methods and procedures, and who have a working knowledge of video forensics and evidentiary procedures.

Recorded media - Audio/video signals recorded or digitally stored on a storage device or portable media.

422.2 POLICY

It is the policy of the Boone County Sheriff's Office to use mobile audio/video technology to more effectively fulfill the mission of the Office and to ensure these systems are used securely and efficiently.

422.3 DEPUTY RESPONSIBILITIES

Prior to going into service, each deputy will properly equip him/herself to record audio and video in the field. At the end of the shift, each deputy will follow the established procedures for providing to the Office any recordings or used media and any other related equipment. Each deputy should have adequate recording media for the entire duty assignment. In the event a deputy works at a remote location and reports in only periodically, additional recording media may be issued. Only Boone County Sheriff's Office identified and labeled media with tracking numbers is to be used.

At the start of each shift, deputies should test the MAV system’s operation in accordance with manufacturer specifications and office operating procedures and training.

System documentation is accomplished by the deputy recording his/her name, serial number, badge or personal identification number (PIN) and the current date and time at the start and again at the end of each shift. If the system is malfunctioning, the deputy shall notify a supervisor as soon as practicable.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

422.4 ACTIVATION OF THE MAV

The MAV system is designed to turn on whenever the vehicle's emergency lights are activated. The system remains on until it is turned off manually. The audio portion is independently controlled and should be activated manually by the deputy whenever appropriate.

Deputies should position their vehicles to ensure safety and best capture the majority of any event in which the mobile video recording equipment is utilized. Officers will then position and adjust (if necessary) the mobile video recording equipment to accurately capture and reflect the event and activate the body microphone;

422.4.1 REQUIRED ACTIVATION OF THE MAV

This policy is not intended to describe every possible situation in which the MAV system may be used, although there are many situations where its use is appropriate. A deputy may activate the system any time the deputy believes it would be appropriate or valuable to document an incident.

In some circumstances it is not possible to capture images of the incident due to conditions or the location of the camera. However, the audio portion can be valuable evidence and is subject to the same activation requirements as the MAV. The MAV system should be activated in any of the following situations:

(a) All field contacts involving actual or potential criminal conduct within video or audio range:

1. Traffic stops (including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops)
2. Priority responses
3. Vehicle pursuits
4. Suspicious vehicles
5. Arrests
6. Vehicle searches
7. Physical or verbal confrontations or use of force
8. Pedestrian checks
9. Operating while intoxicated (OWI) investigations, including field sobriety tests
10. Consensual encounters
11. Crimes in progress
12. Responding to an in-progress call

(b) All self-initiated activity in which a deputy would normally notify the Communication Center

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Any call for service involving a crime where the recorder may aid in the apprehension and/or prosecution of a suspect, including:

1. Domestic or family violence
2. Disturbance of the peace
3. Offenses involving violence or weapons

(d) Any other contact that becomes adversarial after the initial contact, in a situation that would not otherwise require recording

(e) Any other circumstance where the deputy believes that a recording of an incident would be appropriate

Activation of the MAV system is not required when exchanging information with other deputies during breaks or lunch periods or when not in service or not actively on patrol.

422.4.2 CESSATION OF RECORDING

Once activated, the MAV system should remain on until the incident has concluded. For the purpose of this section, conclusion of an incident has occurred when all arrests have been made, arrestees have been transported and all witnesses and victims have been interviewed. Recording may cease if a deputy is simply waiting for a tow truck or a family member to arrive, or in other similar situations.

422.4.3 SURREPTITIOUS RECORDING

No member of this office may surreptitiously record a conversation of any other member of this office except with a court order or when lawfully authorized by the Sheriff or the authorized designee for the purpose of conducting a criminal or administrative investigation.

422.4.4 SUPERVISOR RESPONSIBILITIES

Supervisors should determine if vehicles with non-functioning MAV systems should be placed into service. If these vehicles are placed into service, the appropriate documentation should be made, including notification of the Communication Center.

At reasonable intervals, supervisors should validate that:

(a) Beginning and end-of-shift recording procedures are followed.

(b) Logs reflect the proper chain of custody, including:

1. The tracking number of the MAV system media.
2. The date the media was issued.
3. The name of the office member or the vehicle to which the media was issued.
4. The date the media was submitted for retention.
5. The name of the office member submitting the media.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

6. Holds for evidence indication and tagging as required.

(c) The operation of MAV systems by new members is assessed and reviewed no less than biweekly.

When an incident arises that requires the immediate retrieval of the recorded media (e.g., serious crime scenes, officer-involved shootings, office-involved traffic accidents), a supervisor shall respond to the scene and ensure that the appropriate person properly retrieves the recorded media. The media may need to be treated as evidence and should be handled in accordance with current evidence procedures for recorded media.

Supervisors may activate the MAV system remotely to monitor a developing situation, such as a chase, riot or an event that may threaten public safety, officer safety or both, when the purpose is to obtain tactical information to assist in managing the event. Supervisors shall not remotely activate the MAV system for the purpose of monitoring the conversations or actions of a deputy.

422.5 REVIEW OF MAV RECORDINGS

All recording media, recorded images and audio recordings are the property of the Office. Dissemination outside of the Office is strictly prohibited, except to the extent permitted or required by law.

To prevent damage to, or alteration of, the original recorded media, it shall not be copied, viewed or otherwise inserted into any device not approved by the Office, MAV technician or forensic media staff. When reasonably possible, a copy of the original media shall be used for viewing (unless otherwise directed by the courts) to preserve the original media.

Recordings may be reviewed in any of the following situations:

(a) By deputies for use when preparing reports or statements

(b) By a supervisor investigating a specific act of deputy conduct

(c) By a supervisor to assess deputy performance

(d) To assess proper functioning of MAV systems

(e) By office investigators who are participating in an official investigation, such as a personnel complaint, administrative inquiry or a criminal investigation

(f) By office personnel who request to review recordings

(g) By a deputy who is captured on or referenced in the video or audio data, and reviews and uses such data for any purpose relating to his/her employment

(h) By court personnel through proper process or with the permission of the Sheriff or the authorized designee

(i) By the media through proper process

(j) To assess possible training value

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(k) For training purposes. If an involved deputy objects to showing a recording, his/her objection will be submitted to the command staff to determine if the training value outweighs the deputy's objection

(l) As may be directed by the Sheriff or the authorized designee

Members desiring to view any previously uploaded or archived MAV recording should submit a request in writing to the Shift Supervisor. Approved requests should be forwarded to the MAV technician for processing.

In no event shall any recording be used or shown for the purpose of ridiculing or embarrassing any member.

422.6 DOCUMENTING MAV USE

If any incident is recorded with either the video or audio system, the existence of that recording shall be documented in the deputy's report.

422.7 RECORDING MEDIA STORAGE AND INTEGRITY

Once submitted for storage, all recording media will be labeled and stored in a designated secure area.

All recordings shall be retained in an unaltered and unobscured condition for at least 190 days. Recordings shall be retained for longer periods as follows (I.C. § 5-14-3-5.3):

(a) As provided in I.C. § 5-14-3-5.1 for at least two years upon written request:

1. Of a person who is depicted or whose property is depicted in the recording.
2. Of a victim.

(b) For at least two years if a formal or informal complaint is filed regarding a law enforcement activity as provided in I.C. § 5-14-3-2(j).

(c) Until the final disposition of all appeals and an order from the court if a recording is used in a criminal, civil, or administrative proceeding.

The Boone County Sheriff's Office may retain a recording for training purposes for any length of time (I.C. § 5-14-3-5.3).

422.7.1 COPIES OF ORIGINAL RECORDING MEDIA

Original recording media shall not be used for any purpose other than for initial review by a supervisor. Upon proper request, a copy of the original recording media will be made for use as authorized in this policy.

Original recording media may only be released in response to a court order or upon approval by the Sheriff or the authorized designee. In the event that an original recording is released to a court, a copy shall be made and placed in storage until the original is returned. Copies shall be maintained in the same manner as the original recordings.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

422.7.2 MAV RECORDINGS AS EVIDENCE

Deputies who reasonably believe that a MAV recording is likely to contain evidence relevant to a criminal offense or to a potential claim against the deputy or against the Boone County Sheriff's Office should indicate this in an appropriate report. Deputies should ensure relevant recordings are preserved.

422.8 SYSTEM OPERATIONAL STANDARDS

(a) MAV system vehicle installations should be based on officer safety requirements and the vehicle and device manufacturer’s recommendations.

(b) The MAV system should be configured to minimally record for 30 seconds prior to an event.

(c) The MAV system may not be configured to record audio data occurring prior to activation.

(d) Unless the transmitters being used are designed for synchronized use, only one transmitter, usually the primary initiating deputy’s transmitter, should be activated at a scene to minimize interference or noise from other MAV transmitters.

(e) Deputies using digital transmitters that are synchronized to their individual MAVs shall activate both audio and video recordings when responding in a support capacity. This is to obtain additional perspectives of the incident scene.

(f) With the exception of law enforcement radios or other emergency equipment, other electronic devices should not be used inside MAV-equipped law enforcement vehicles to minimize the possibility of causing electronic or noise interference with the MAV system.

(g) Deputies shall not erase, alter, reuse, modify or tamper with MAV recordings. Only a supervisor, MAV technician or other authorized designee may erase and reissue previous recordings and may only do so pursuant to the provisions of this policy.

(h) To prevent damage, original recordings shall not be viewed or otherwise inserted into any device not approved by the Office, MAV technician or forensic media staff.

422.9 MAV TECHNICIAN RESPONSIBILITIES

The MAV technician is responsible for:

(a) Ordering, issuing, retrieving, storing, erasing and duplicating of all recorded media.

(b) Collecting all completed media for oversight and verification of wireless downloaded media. Once collected, the MAV technician:

1. Ensures it is stored in a secure location with authorized controlled access.
2. Makes the appropriate entries in the chain of custody log.

(c) Erasing of media:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. Pursuant to a court order.
2. In accordance with the established records retention schedule, including reissuing all other media deemed to be of no evidentiary value.

(d) Assigning all media an identification number prior to issuance to the field:

1. Maintaining a record of issued media.

(e) Ensuring that an adequate supply of recording media is available.

(f) Managing the long-term storage of media that has been deemed to be of evidentiary value in accordance with the office evidence storage protocols and the established records retention schedule.

422.10 TRAINING

All members who are authorized to use the MAV system shall successfully complete an approved course of instruction prior to its use.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Mobile Data Terminal Use

423.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the proper access, use and application of the Mobile Data Terminal (MDT) system in order to ensure proper access to confidential records from local, state and national law enforcement databases, and to ensure effective electronic communications between office members and the Communication Center.

423.2 POLICY

Boone County Sheriff's Office members using the MDT shall comply with all appropriate federal and state rules and regulations and shall use the MDT in a professional manner, in accordance with this policy.

423.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to messages accessed, transmitted, received or reviewed on any office technology system (see the Information Technology Use Policy for additional guidance).

423.4 RESTRICTED ACCESS AND USE

MDT use is subject to the Information Technology Use and Protected Information policies.

Members shall not access the MDT system if they have not received prior authorization and the required training. Members shall immediately report unauthorized access or use of the MDT by another member to their supervisors or Shift Supervisors.

Use of the MDT system to access law enforcement databases or transmit messages is restricted to official activities, business-related tasks and communications that are directly related to the business, administration or practices of the Office. In the event that a member has questions about sending a particular message or accessing a particular database, the member should seek prior approval from his/her supervisor.

Sending derogatory, defamatory, obscene, disrespectful, sexually suggestive, harassing or any other inappropriate messages on the MDT system is prohibited and may result in discipline.

It is a violation of this policy to transmit a message or access a law enforcement database under another member’s name or to use the password of another member to log in to the MDT system unless directed to do so by a supervisor. Members are required to log off the MDT or secure the MDT when it is unattended. This added security measure will minimize the potential for unauthorized access or misuse.

423.4.1 USE WHILE DRIVING

Use of the MDT by the vehicle operator should generally be limited to times when the vehicle is stopped. When the vehicle is in motion, the operator should only attempt to read messages that are likely to contain information that is required for immediate enforcement, investigative or safety needs.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Short transmissions, such as a license plate check, are permitted if it reasonably appears that it can be done safely. In no case shall an operator attempt to send or review lengthy messages while the vehicle is in motion.

423.5 DOCUMENTATION OF ACTIVITY

Except as otherwise directed by the Shift Supervisor or other office-established protocol, all calls for service assigned by a communication officer should be communicated by voice over the sheriff's radio and electronically via the MDT unless security or confidentiality prevents such broadcasting.

MDT and voice transmissions are used to document the member's daily activity. To ensure accuracy:

(a) All contacts or activity shall be documented at the time of the contact.

(b) Whenever the activity or contact is initiated by voice, it should be documented by a communication officer.

(c) Whenever the activity or contact is not initiated by voice, the member shall document it via the MDT.

423.5.1 STATUS CHANGES

All changes in status (e.g., arrival at scene, meal periods, in service) will be transmitted over the sheriff's radio or through the MDT system.

Members responding to in-progress calls should advise changes in status over the radio to assist other members responding to the same incident. Other changes in status can be made on the MDT.

423.5.2 EMERGENCY ACTIVATION

If there is an emergency activation, the communication officer will attempt to confirm the member’s need for emergency assistance. If the member reports that no assistance is needed, the communication officer will advise all members to resume normal activity. If there is no response or the member answers in some other way, the communication officer shall proceed as follows:

(a) If the member is not on a call for service, available resources will be sent to assist in locating the member. If the location is known, the communication officer will immediately assign an emergency response to the nearest available deputy, in accordance with the Deputy Response to Calls Policy.

(b) Notify the field supervisor and Shift Supervisor of the incident without delay.

Deputies not responding to the emergency shall refrain from transmitting on the sheriff's radio until a no-further-assistance broadcast is made or if they are also handling an emergency.

423.6 EQUIPMENT CONSIDERATIONS

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

423.6.1 NON-FUNCTIONING MDT

Whenever possible, members will not use vehicles with malfunctioning MDTs. Whenever members must drive a vehicle in which the MDT is not working, they shall notify the Communication Center. It shall be the responsibility of the communication officer to document all information that will then be transmitted verbally over the sheriff's radio.

423.6.2 BOMB CALLS

When investigating reports of possible bombs, members should not communicate on their MDTs when in the evacuation area of a suspected explosive device. Radio frequency emitted by the MDT could cause some devices to detonate.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Portable Audio/Video Recorders

424.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this office while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand-held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Boone County Sheriff's Office facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

424.1.1 DEFINITIONS

Action Zone – A user defined geographical area that is used to apply rules relating to the activation of a camera or the use of automated communication to and from the camera. Action zones are created using the Avail Web software.

Avail Web – Web-based application that is used to provide visual representation and situational awareness to support the functionality of the body worn and in-car camera systems. This includes real-time mapping of devices, creation of action zones, live streaming, video management, redaction, cloud storage and more.

Bluetooth Device – A device that resembles a watch that may be worn on the wrist. This device provides for manual activation of the body worn device and status updates regarding battery life, storage and whether the device is in recording mode.

Body Worn Camera System (BWC) – A smart mobile computing device capable of recording audio and video and providing complete situation awareness through the use of integrated GPS, accelerometer, WIFI and cellular communication. The body worn camera is designed to be integrated into the officer’s uniform thereby elimination the possibility of the device being dislodged. The device may be used to record interactions with citizens, investigative actions, traffic stops, custodial arrests or any other action taken by the officer. Reasons for recording may include training, evidentiary needs, incident documentation or other department-authorized purposes.

In-Car Camera System (ICS) – A device capable of recording audio and video and providing complete situation awareness through the use of integrated GPS, WIFI and cellular communication. The in-car camera is designed to be installed in a vehicle for forward viewing and rear seat recording. The device may be used to record interactions with citizens, investigative actions, traffic stops, custodial arrests, or any other action taken by the officer. Reasons for recording may include training, evidentiary needs, incident documentation, or other department authorized purposes.

Live-Stream – The activation of a body camera to be viewed in real-time as events are occurring. This is accomplished using Avail Web anywhere in the world that internet access is available, by authorized personnel

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

424.2 POLICY

The Boone County Sheriff's Office may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Office by accurately capturing contacts between members of the Office and the public.

424.3 COORDINATOR

The Sheriff or the authorized designee should designate a coordinator responsible for:

(a) Establishing procedures for the security, storage and maintenance of data and recordings.

(b) Establishing procedures for accessing data and recordings.

(c) Establishing procedures for logging or auditing access.

(d) Establishing procedures for transferring, downloading, tagging or marking events.

(e) Coordinating with the Matron to obscure information captured in recordings consistent with I.C. § 5-14-3-5.2.

424.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any office-issued device at any time, and any recording made while acting in an official capacity of this office, regardless of ownership of the device it was made on, shall remain the property of the Office. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

424.5 MEMBER RESPONSIBILITIES

Prior to going into service, each uniformed member will be responsible for making sure that he/she is equipped with a portable recorder, issued by the Office, and that the recorder is in good working order. If the recorder is not in working order or the member becomes aware of a malfunction at any time, the member shall promptly report the failure to his/her supervisor and obtain a functioning device as soon as reasonably practicable. Uniformed members should wear the recorder in a conspicuous manner or otherwise notify persons that they are being recorded, whenever reasonably practicable.

Any member assigned to a non-uniformed position may carry an approved portable recorder at any time the member believes that such a device may be useful. Unless conducting a lawful recording in an authorized undercover capacity, non-uniformed members should wear the recorder in a conspicuous manner when in use or otherwise notify persons that they are being recorded, whenever possible.

When using a recorder, the assigned member shall record his/her name, BCSO identification number and the current date and time at the beginning and the end of the shift or other period of use, regardless of whether any activity was recorded. This procedure is not required when the recording device and related software captures the user’s unique identification and the date and time of each recording.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Members should document the existence of a recording in any report or other official record of the contact, including any instance where the recorder malfunctioned or the member deactivated the recording. Members should include the reason for deactivation.

Members of a specialty assignment shall activate their BWC prior to actively engaging in police duties when use of force is probable to occur. This includes incidents such as serving search warrants, making entry into a residence or business, or while actively engaging in an incident in an operational capacity. Recording may be stopped when the scene is rendered safe, there is no potential threat, and direct participation in the incident is ended.

Specialty assignments include but are not limited to the: Criminal Investigations Division (CID), Crime Scene Investigator (CSI), Special Response Team (SRT).

Any member assigned to an Undercover(U/C) Narcotics Unit/ Joint Drug Task Force is exempt from adhering to this policy in order to preserve the integrity of an undercover operation as well as the member's personal safety due to the sensitive nature of an Undercover assignment. Members in this capacity will refer to and follow the rules and regulations established by their unit regarding portable audio/video recordings of operations.

424.6 ACTIVATION OF THE AUDIO/VIDEO RECORDER

This policy is not intended to describe every possible situation in which the recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

BWC activation will occur with one or all of the following:

(a) Emergency light activation and exiting the vehicle

(b) If the member starts running

(c) In the event of a crash

(d) Rifle rack unlock triggered in the patrol vehicle

The recorder should be activated in any of the following situations:

(a) All enforcement and investigative contacts including stops and field interview situations

(b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops

(c) Self-initiated activity in which a deputy would normally notify the Communication Center

(d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

424.6.1 CESSATION OF RECORDING

Once activated, the portable recorder should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

424.6.2 SURREPTITIOUS USE OF THE AUDIO/VIDEO RECORDER

Indiana law permits an individual to surreptitiously record any conversation in which one party to the conversation has given his/her permission (I.C. § 35-31.5-2-176; I.C. § 35-33.5-2-1 et seq.).

Members of the Office may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation.

Members shall not surreptitiously record another office member without a court order or when lawfully authorized by the Sheriff or the authorized designee.

424.6.3 EXPLOSIVE DEVICE

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

424.7 PROHIBITED USE OF PORTABLE RECORDERS

Members are prohibited from using office-issued portable recorders and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in an official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with office-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate office business purposes. All such recordings shall be retained at the Office.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Shift Supervisor. Any member who uses a personally owned recorder for office-related activities shall comply with the provisions of this policy, including retention and

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

424.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

(a) The recording contains evidence relevant to potential criminal, civil or administrative matters.

(b) A complainant, victim or witness has requested non-disclosure.

(c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.

(d) Disclosure may be an unreasonable violation of someone’s privacy.

(e) Medical or mental health information is contained.

(f) Disclosure may compromise an undercover officer or confidential informant.

(g) The recording or portions of the recording may be protected under the Public Records Act (I.C. § 5-14-3-4).

Video shall be tagged with case number and/or suspect name and a classification selected on any incident that requires a case number issued. Any video of bodily injury accidents should have the incident number added to the classification. Every member on the scene of a reportable incident shall tag their video, not just the reporting member.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

424.9 RETENTION OF RECORDINGS

Members should transfer the recording, in accordance with current procedure for storing recordings, at the end of their shift and any time the storage capacity is nearing its limit.

All recordings shall be retained in an unaltered and unobscured condition for at least 190 days. Recordings shall be retained for longer periods as follows (I.C. § 5-14-3-5.3):

(a) As provided in I.C. § 5-14-3-5.1 for at least two years upon written request:

1. Of a person who is depicted or whose property is depicted in the recording.
2. Of a victim.

(b) For at least two years if a formal or informal complaint is filed regarding a law enforcement activity as provided in I.C. § 5-14-3-2(j).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Until the final disposition of all appeals and an order from the court if a recording is used in a criminal, civil or administrative proceeding.

The Boone County Sheriff's Office may retain a recording for training purposes for any length of time (I.C. § 5-14-3-5.3).

Boone County Sheriff's Office Procedure Manual: Portable video retention schedule

424.9.1 RELEASE OF AUDIO/VIDEO RECORDINGS

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

424.10 REVIEW OF RECORDED MEDIA FILES

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing a member's performance.

Officers may review ICS and BWC files prior to court room testimony, for court presentation, or prior to making a statement during a complaint investigation.

Recorded files may also be reviewed:

(a) Upon approval by a supervisor, by any member of the Office who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.

(b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.

(c) By media personnel with permission of the Sheriff or the authorized designee.

(d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Public Recording of Law Enforcement Activity

425.1 PURPOSE AND SCOPE

This policy provides guidelines for handling situations in which members of the public photograph or audio/video record law enforcement actions and other public activities that involve members of this office. In addition, this policy provides guidelines for situations where the recordings may be evidence.

425.2 POLICY

The Boone County Sheriff's Office recognizes the right of persons to lawfully record members of this office who are performing their official duties. Members of this office will not prohibit or intentionally interfere with such lawful recordings. Any recordings that are deemed to be evidence of a crime or relevant to an investigation will only be collected or seized lawfully.

Deputies should exercise restraint and should not resort to highly discretionary arrests for offenses such as interference, failure to comply or disorderly conduct as a means of preventing someone from exercising the right to record members performing their official duties.

425.3 RECORDING LAW ENFORCEMENT ACTIVITY

Members of the public who wish to record law enforcement activities are limited only in certain aspects.

(a) Recordings may be made from any public place or any private property where the individual has the legal right to be present.

(b) Beyond the act of photographing or recording, individuals may not interfere with the law enforcement activity. Examples of interference include, but are not limited to:

1. Tampering with a witness or suspect.
2. Inciting others to violate the law.
3. Being so close to the activity as to present a clear safety hazard to the deputies.
4. Being so close to the activity as to interfere with a deputy’s effective communication with a suspect or witness.

(c) The individual may not present an undue safety risk to the deputy, him/herself or others.

425.4 DEPUTY RESPONSE

Deputies should promptly request that a supervisor respond to the scene whenever it appears that anyone recording activities may be interfering with an investigation or it is believed that the recording may be evidence. If practicable, deputies should wait for the supervisor to arrive before taking enforcement action or seizing any cameras or recording media.

Whenever practicable, deputies or supervisors should give clear and concise warnings to individuals who are conducting themselves in a manner that would cause their recording or behavior to be unlawful. Accompanying the warnings should be clear directions on what an

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

individual can do to be compliant; directions should be specific enough to allow compliance. For example, rather than directing an individual to clear the area, a deputy could advise the person that he/she may continue observing and recording from the sidewalk across the street.

If an arrest or other significant enforcement activity is taken as the result of a recording that interferes with law enforcement activity, deputies shall document in a report the nature and extent of the interference or other unlawful behavior and the warnings that were issued.

425.5 SUPERVISOR RESPONSIBILITIES

A supervisor should respond to the scene when requested or any time the circumstances indicate a likelihood of interference or other unlawful behavior.

The supervisor should review the situation with the deputy and:

(a) Request any additional assistance as needed to ensure a safe environment.

(b) Take a lead role in communicating with individuals who are observing or recording regarding any appropriate limitations on their location or behavior.

(c) When practicable, allow adequate time for individuals to respond to requests for a change of location or behavior. When practical, the encounter should be recorded.

(d) Ensure that any enforcement, seizure or other actions are consistent with this policy and constitutional and state law.

(e) Explain alternatives for individuals who wish to express concern about the conduct of office members, such as how and where to file a complaint.

425.6 SEIZING RECORDINGS AS EVIDENCE

Deputies should not seize recording devices or media unless (42 USC § 2000aa):

(a) There is probable cause to believe the person recording has committed or is committing a crime to which the recording relates, and the recording is reasonably necessary for prosecution of the person.

1. Absent exigency or consent, a warrant should be sought before seizing or viewing such recordings. Reasonable steps may be taken to prevent erasure of the recording.

(b) There is reason to believe that the immediate seizure of such recordings is necessary to prevent serious bodily injury or death of any person.

(c) The person consents.

1. To ensure that the consent is voluntary, the request should not be made in a threatening or coercive manner.

2. If the original recording is provided, a copy of the recording should be provided to the recording party, if practicable. The recording party should be permitted to be present while the copy is being made, if feasible. Another way to obtain the evidence is to transmit a copy of the recording from a device to a office-owned device.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Public Recording of Law Enforcement Activity

Recording devices and media that are seized will be submitted within the guidelines of the Crime Scene Investigation Division Policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Bicycle Patrol

426.1 PURPOSE AND SCOPE

This policy establishes guidelines for the Boone County Sheriff's Office to safely and effectively use bicycle patrol for the purpose of enhancing field patrol efforts in the community.

426.2 POLICY

It is the policy of the Boone County Sheriff's Office that patrol bicycles may be used for regular patrol duty, traffic enforcement, parking control or special events. The use of the patrol bicycle will emphasize deputy mobility and office visibility in the community.

426.3 OPERATIONS

Bicycle patrol has been shown to be an effective way to increase deputy visibility in congested areas, and the quiet operation of the patrol bicycle can facilitate a tactical approach to crimes in progress. Patrol bicycles may be deployed to any area, at any hour of the day or night, according to office needs and as staffing levels allow.

Requests for specific deployment of bicycle patrol deputies shall be coordinated through the bicycle patrol coordinator or the Shift Supervisor.

426.4 SELECTION

Interested deputies who are off probation shall submit a change of assignment request to their appropriate Commanders. A copy will be forwarded to the bicycle patrol coordinator. Qualified applicants will then be invited to an oral interview. The oral interview will be conducted by the coordinator and a second person to be selected by the coordinator.

Interested deputies shall be evaluated by the following criteria:

(a) Recognized competence and ability as evidenced by performance

(b) Special skills or training as it pertains to the assignment

(c) Good physical condition

(d) Willingness to perform duties using the bicycle as a mode of transportation

426.4.1 DEPUTY RESPONSIBILITIES

Deputies should operate the bicycle in compliance with the Indiana Motor Vehicle Code under normal operation, unless their duties require otherwise (I.C. § 9-21-11-11).

Deputies may operate the bicycle without lighting equipment during hours of darkness only when it reasonably appears necessary for officer safety or tactical considerations. Deputies must use caution and care when operating bicycles without lighting equipment or when they are operating in violation of the rules of the road.

Deputies are exempt from the rules of the road under the following conditions (I.C. § 9-21-1-8):

(a) In response to an emergency call

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) While engaged in rescue operations

(c) In the immediate pursuit of an actual or suspected violator of the law

426.5 BICYCLE PATROL COORDINATOR

The Sheriff shall delegate certain responsibilities to a bicycle patrol coordinator. The coordinator shall be appointed by and directly responsible to the Enforcement Commander or the authorized designee.

The coordinator may appoint a senior bicycle patrol deputy or other designee to assist in the coordination of bicycle patrol deputies and their activities.

The responsibilities of the coordinator include, but are not limited to:

(a) Organizing bicycle patrol training.

(b) Inspecting and maintaining an inventory of patrol bicycles and program equipment.

(c) Inspecting and documenting, no less than every three months, that bicycles which are not in active service are in serviceable condition.

(d) Scheduling maintenance and repairs.

(e) Evaluating the performance of bicycle patrol deputies.

(f) Coordinating activities with the Enforcement Division.

(g) Other activities as required to maintain the efficient operation of bicycle patrol.

426.6 PATROL BICYCLE

Bicycle patrol deputies will be assigned a specially marked and equipped patrol bicycle, attached gear bag, two batteries and a charger.

Patrol bicycles shall be primarily black or white in color with a "Sheriff's" decal affixed to each side of the crossbar or the bicycle's gear bag. Every patrol bicycle shall be equipped with:

(a) A front headlight, rear light and rear reflector (I.C. § 9-21-11-9).

(b) A horn.

(c) A steady or flashing blue and red warning light that is visible from the front, sides or rear of the bicycle.

(d) A rear rack and/or gear bag sufficient to carry all necessary equipment to handle routine patrol calls, including report writing, vehicle storage and citations.

(e) A gear bag that shall include a first-aid kit, tire pump,, security lock, high-visibility vest and equipment information and use manuals. These items are to remain with/on the patrol bicycle at all times.

Patrol bicycles shall be properly secured when not in the deputy's immediate presence.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

426.6.1 TRANSPORTING THE PATROL BICYCLE

The patrol bicycle should be transported using a vehicle bicycle rack. Due to possible component damage, transportation of the patrol bicycle in a trunk or on a law enforcement vehicle push-bumper is discouraged.

426.6.2 MAINTENANCE

(a) Bicycle patrol deputies shall conduct an inspection of the patrol bicycle and equipment prior to use to ensure proper working order of the equipment.

(b) Deputies are responsible for the routine care and maintenance of their assigned equipment (e.g., tire pressure, chain lubrication, overall cleaning).

1. Each patrol bicycle will have scheduled maintenance twice yearly to be performed by a repair shop or technician approved by the Office.

(c) Deputies shall not modify the patrol bicycle or remove, modify or add components to the patrol bicycle except with the express approval of the bicycle patrol coordinator, or in the event of an emergency.

(d) If a needed repair is beyond the ability of the bicycle patrol deputy, a repair work order will be completed and forwarded to the coordinator for repair by a technician approved by the Office.

(e) Patrol bicycle batteries shall be rotated on the assigned charger at the end of each tour of duty.

1. During prolonged periods of nonuse, each bicycle patrol deputy assigned a patrol bicycle shall periodically rotate the batteries on the respective chargers to increase battery life.

(f) At the end of a patrol bicycle assignment, the bicycle shall be returned clean and ready for the next tour of duty.

426.7 UNIFORMS AND EQUIPMENT

Deputies shall wear uniforms and safety equipment in accordance with the Uniforms and Civilian Attire Policy.

The uniform consists of the standard short-sleeve uniform shirt or other office-approved shirt, with Boone County Sheriff's Office badge and patches, and office-approved bicycle patrol pants or shorts. Optional attire may include, but is not limited to, a jacket in colder weather and turtleneck shirts or sweaters when worn under the uniform shirt.

Bicycle patrol deputies shall carry the same equipment on their duty belts as they would on regular patrol assignments. Assignment-specific safety equipment should include, but is not limited to, office-approved helmet, a radio headset and microphone, riding gloves, protective eyewear and approved footwear.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Deputies will be responsible for obtaining the necessary forms, citation books and other office equipment needed while on bicycle patrol.

426.8 TRAINING

Deputies must complete an initial office-approved bicycle-training course prior to assignment to bicycle patrol. Thereafter, bicycle patrol deputies should receive twice yearly in-service training to improve skills and refresh safety, health and operational procedures. The initial training shall minimally include the following:

(a) Bicycle patrol strategies

(b) Bicycle safety and accident prevention

(c) Operational tactics and techniques using bicycles

Bicycle patrol deputies will be required to train and qualify with their duty and secondary firearms while wearing bicycle safety equipment, including the helmet and riding gloves.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Automated License Plate Readers (ALPRs)

427.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

427.2 POLICY

The policy of the Boone County Sheriff's Office is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use. Because such data may contain confidential information, it is not open to public review.

427.3 ADMINISTRATION

The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license plates. It is used by the Boone County Sheriff's Office to convert data associated with vehicle license plates for official law enforcement purposes, including but not limited to identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, homeland security, electronic surveillance, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Administration Commander. The Administration Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

427.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Office members shall not use, or allow others to use, the equipment or database records for any unauthorized purpose.

(a) An ALPR shall only be used for official law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation. Reasonable suspicion or probable cause is not required before using an ALPR.

(c) While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped vehicles to canvass areas around homicides, shootings and other major incidents. Partial license plates reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this office shall operate ALPR equipment or access ALPR data without first completing office-approved training.

(e) No ALPR operator may access confidential office, state or federal data unless authorized to do so.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(f) If practicable, the deputy should verify an ALPR response through the appropriate official law enforcement database before taking enforcement action that is based solely on an ALPR alert.

427.5 DATA COLLECTION AND RETENTION

The CSI Manager is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with office procedures.

All stored ALPR data should be retained in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances, the applicable data should be downloaded onto portable media and booked into evidence.

427.6 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Boone County Sheriff's Office will observe the following safeguards regarding access to and use of stored data:

(a) All ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time.

(b) Members approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or office-related civil or administrative action.

(c) ALPR system audits should be conducted on a regular basis.

427.7 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law, using the following procedures:

(a) The agency makes a written request for the ALPR data that includes:

1. The name of the agency.
2. The name of the person requesting.
3. The intended purpose of obtaining the information.

(b) The request is reviewed by the Administration Commander or the authorized designee and approved before the request is fulfilled.

(c) The approved request is retained on file.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Homeless Persons

428.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that office members understand the needs and rights of the homeless, and to establish procedures to guide them during all contacts with the homeless, whether consensual or for enforcement purposes.

This policy establishes a liaison to the homeless community, addresses the responsibilities of the office member appointed to act as a liaison to the homeless, and details the need for special protection and services for homeless persons.

428.2 POLICY

It is the policy of the Boone County Sheriff's Office to protect the rights, dignity and private property of all members of the community, including people who are homeless. Abuse of authority to harass any member of the community will not be permitted. The Boone County Sheriff's Office will address the needs of homeless persons in balance with the overall mission of this office.

Homelessness is not a crime and members will not use homelessness as the sole basis for detention or law enforcement action.

428.3 FIELD CONTACTS

Deputies are encouraged to contact a homeless person to render aid, offer assistance or to check on the person’s welfare. Deputies also will take enforcement action when information supports a reasonable and articulable suspicion of criminal activity. However, such contacts shall not be used for harassment.

When encountering a homeless person who has committed a nonviolent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, deputies are encouraged to consider long-term solutions, such as shelter referrals and counseling, in lieu of an arrest and criminal charges. Deputies should provide homeless persons with resource and assistance information whenever it is reasonably apparent that such services may be appropriate.

428.3.1 CONSIDERATIONS

A homeless person will receive the same level and quality of service provided to other members of the community. The fact that a victim, witness or suspect is homeless can, however, require special consideration for a successful investigation and prosecution. When handling investigations involving victims, witnesses or suspects who are homeless, deputies should consider:

(a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.

(b) Documenting locations the person may frequent.

(c) Providing victim/witness resources, when appropriate.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Obtaining sufficient statements from all available witnesses in the event that a victim cannot be located and is unavailable for a court appearance.

(e) Arranging for transportation for investigation-related matters, such as medical exams and court appearances.

(f) Whether a crime should be reported and submitted for prosecution, even when a victim who is homeless indicates that he/she does not desire prosecution.

(g) Whether the person may be an adult abuse victim, and if so, proceed in accordance with the Adult Abuse Policy.

428.4 MENTAL HEALTH ISSUES

When mental health issues are evident, deputies should consider referring the person to the appropriate mental health agency or providing the person with contact information for mental health assistance, as appropriate. In these circumstances, deputies may provide transportation to a mental health facility for voluntary evaluation if it is requested or offered and accepted by the person, and approved by a supervisor. Deputies should consider detaining the person under involuntary commitment or emergency admission when facts and circumstances reasonably indicate such a detention is warranted (see the Involuntary Detentions Policy).

428.5 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the community. Deputies should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, deputies should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, it should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the deputy, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure it. It will be the supervisor’s responsibility to coordinate its removal and safekeeping.

Deputies should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the homeless liaison. When practicable, requests by the public for clean-up of a homeless encampment should be referred to the property owner

Deputies who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the liaison if such property appears to involve a trespass, is a blight to the community or is the subject of a complaint. It will be the responsibility of the property owner to address the matter in a timely fashion.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

428.6 ECOLOGICAL ISSUES

Sometimes homeless encampments can have an impact on the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Deputies are encouraged to notify other appropriate agencies or County departments when a significant impact to the environment has or is likely to occur. A significant impact to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Medical Aid and Response

429.1 PURPOSE AND SCOPE

This policy recognizes that members often encounter persons in need of medical aid and establishes a law enforcement response to such situations.

429.2 POLICY

It is the policy of the Boone County Sheriff's Office that all deputies and other designated members be trained to provide emergency medical aid and to facilitate an emergency medical response.

429.3 FIRST RESPONDING MEMBER RESPONSIBILITIES

Whenever practicable, members should take appropriate steps to provide initial medical aid (e.g., first aid, CPR, use of an AED) in accordance with their training and current certification levels. This should be done for those in need of immediate care and only when the member can safely do so.

Prior to initiating medical aid, the member should contact the Communication Center and request response by emergency medical services (EMS) as the member deems appropriate.

Members should follow universal precautions when providing medical aid, such as wearing gloves and avoiding contact with bodily fluids, consistent with the Communicable Diseases Policy. Members should use a barrier or bag device to perform rescue breathing.

When requesting EMS, the member should provide the Communication Center with information for relay to EMS personnel in order to enable an appropriate response including:

(a) The location where EMS is needed.

(b) The nature of the incident.

(c) Any known scene hazards.

(d) Information on the person in need of EMS, such as:

1. Signs and symptoms as observed by the member.
2. Changes in apparent condition.
3. Number of patients, sex, and age, if known.
4. Whether the person is conscious, breathing, and alert, or is believed to have consumed drugs or alcohol.
5. Whether the person is showing signs of extreme agitation or is engaging in violent irrational behavior accompanied by profuse sweating, extraordinary strength beyond their physical characteristics, and imperviousness to pain.

Members should stabilize the scene whenever practicable while awaiting the arrival of EMS.

Members should not direct EMS personnel whether to transport the person for treatment.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

429.4 TRANSPORTING ILL AND INJURED PERSONS

Except in exceptional cases where alternatives are not reasonably available, members should not transport persons who are unconscious, who have serious injuries or who may be seriously ill. EMS personnel should be called to handle patient transportation.

Deputies should search any person who is in custody before releasing that person to EMS for transport.

A deputy should accompany any person in custody during transport in an ambulance when requested by EMS personnel, when it reasonably appears necessary to provide security, when it is necessary for investigative purposes or when so directed by a supervisor.

Members should not provide emergency escort for medical transport or civilian vehicles.

429.5 PERSONS REFUSING EMS CARE

If a person who is not in custody refuses EMS care or refuses to be transported to a medical facility, a deputy shall not force that person to receive medical care or be transported.

However, members may assist EMS personnel when EMS personnel determine the person lacks the mental capacity to understand the consequences of refusing medical care or to make an informed decision and the lack of immediate medical attention may result in serious bodily injury or the death of the person.

In cases where mental illness may be a factor, the deputy should proceed with an involuntary commitment in accordance with the Involuntary Detentions Policy.

If a deputy believes that a person who is in custody requires EMS care and the person refuses, he/she should encourage the person to receive medical treatment. The deputy may also consider contacting a family member to help persuade the person to agree to treatment or who may be able to authorize treatment for the person.

If the person still refuses, the deputy will require the person to be transported to the nearest medical facility. In such cases, the deputy should consult with a supervisor prior to the transport.

Members shall not sign refusal-for-treatment forms except as a witness to the refusal or forms accepting financial responsibility for treatment.

429.6 SICK OR INJURED ARRESTEE

If an arrestee appears ill or injured, or claims illness or injury, he/she should be medically cleared prior to booking. If the deputy has reason to believe the arrestee is feigning injury or illness, the deputy should contact a supervisor, who will determine whether medical clearance will be obtained prior to booking.

If the jail or detention facility refuses to accept custody of an arrestee based on medical screening, the deputy should note the name of the facility person refusing to accept custody and the reason for refusal, and should notify a supervisor to determine the appropriate action.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Arrestees who appear to have a serious medical issue should be transported by ambulance. Deputies shall not transport an arrestee to a hospital without a supervisor's approval.

Nothing in this section should delay a deputy from requesting EMS when an arrestee reasonably appears to be exhibiting symptoms that appear to be life threatening, including breathing problems or an altered level of consciousness, or is claiming an illness or injury that reasonably warrants an EMS response in accordance with the deputy's training.

429.7 MEDICAL ATTENTION RELATED TO USE OF FORCE

Specific guidelines for medical attention for injuries sustained from a use of force may be found in the Use of Force, LETB Uniform Statewide Policy on Use of Force, Handcuffing and Restraints, Control Devices and Conducted Energy Device policies.

429.8 AUTOMATED EXTERNAL DEFIBRILLATOR (AED) USE

429.8.1 AED REPORTING

Any member using an AED will complete a report detailing its use via field contact.

429.8.2 AED TRAINING AND MAINTENANCE

The Training Coordinator should ensure appropriate training is provided to members authorized to use an AED.

The Training Coordinator is responsible for ensuring AED devices are appropriately maintained and will retain records of all maintenance in accordance with the established records retention schedule.

429.8.3 AED USER RESPONSIBILITY

Members who are issued AEDs for use in office vehicles should check the AED at the beginning of the shift to ensure it is properly charged and functioning. Any AED that is not functioning properly will be taken out of service and given to the Training Coordinator who is responsible for ensuring appropriate maintenance.

Following use of an AED, the device shall be cleaned and/or decontaminated as required. The electrodes and/or pads shall be replaced as recommended by the AED manufacturer.

Any member who uses an AED should contact the Communication Center as soon as possible and request response by EMS.

429.9 ADMINISTRATION OF OPIOID OVERDOSE MEDICATION

A deputy who has received training may administer opioid overdose medication in accordance with standards established by the Indiana Emergency Medical Services Commission (I.C. § 16-31-3-23.5).

429.9.1 OPIOID OVERDOSE MEDICATION USER RESPONSIBILITIES

Members who are qualified to administer opioid overdose medication, such as naloxone, should handle, store, and administer the medication consistent with their training. Members should check

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Coordinator.

Any member who administers an opioid overdose medication should contact the Communication Center as soon as possible and request response by EMS.

429.9.2 OPIOID OVERDOSE MEDICATION REPORTING

Any member administering opioid overdose medication should detail its use in a naloxone form and a case report.

Members administering the medication should report the use to the local ambulance service provider responsible for reporting to the state health commissioner (I.C. § 16-31-3-23.7).

429.9.3 OPIOID OVERDOSE MEDICATION TRAINING

The Training Coordinator should ensure training is provided to members authorized to administer opioid overdose medication that meets the standards established by law (I.C. § 16-31-3-23.5).

429.10 ADMINISTRATION OF EPINEPHRINE

The Sheriff or the authorized designee may designate facilities to store, and authorize members to administer, auto-injectable epinephrine (I.C. § 16-41-43-2.3; I.C. § 16-41-43-3; I.C. § 16-41-43-4).

429.10.1 EPINEPHRINE USER RESPONSIBILITIES

Members who are qualified to administer epinephrine should handle, store, and administer the medication consistent with their training. Members should check the medication and associated administration equipment at the beginning of their shift to ensure they are serviceable and not expired. Any expired medication or unserviceable administration equipment should be removed from service and given to the Training Coordinator.

Any member who administers epinephrine should contact the Communication Center as soon as possible and request response by EMS.

429.10.2 EPINEPHRINE REPORTING

Any member administering auto-injectable epinephrine should detail its use in an appropriate report.

429.10.3 EPINEPHRINE TRAINING

The Training Coordinator should ensure training is provided to members who are authorized to administer auto-injectable epinephrine and that the training meets the standards established by state law (I.C. § 16-41-43-2.5; I.C. § 16-41-43-4).

429.11 FIRST AID TRAINING

Subject to available resources, the Training Coordinator should ensure deputies receive periodic first aid training appropriate for their position.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

First Amendment Assemblies

430.1 PURPOSE AND SCOPE

This policy provides guidance for responding to public assemblies or demonstrations.

430.2 POLICY

The Boone County Sheriff's Office respects the rights of people to peaceably assemble. It is the policy of this office not to unreasonably interfere with, harass, intimidate or discriminate against persons engaged in the lawful exercise of their rights, while also preserving the peace, protecting life and preventing the destruction of property.

430.3 GENERAL CONSIDERATIONS

Individuals or groups present on the public way, such as public facilities, streets or walkways, generally have the right to assemble, rally, demonstrate, protest or otherwise express their views and opinions through varying forms of communication, including the distribution of printed matter.

These rights may be limited by laws or ordinances regulating such matters as:

- Obstruction of traffic (I.C. § 35-44.1-2-13)
- Trespass (I.C. § 35-43-2-2)
- Noise (I.C. § 35-45-1-3)
- Picketing
- Unlawful Assembly (I.C. § 16-41-22-1 et seq.)
- Distribution of handbills and leafleting
- Loitering
- Rioting (I.C. § 35-45-1-2)
- Disruptive conduct at funerals or memorial services (I.C. § 35-45-1-3)
- Disorderly conduct (I.C. § 35-45-1-3)
- Control of mass gatherings (I.C. § 16-41-22-1 et seq.)
- Flag desecration (I.C. § 35-45-1-4)
- Unlawful promotion, organization or participation in combative fighting (I.C. § 35-45-18-2; I.C. 35-45-18-3)
- Obstruction of a firefighter (I.C. § 35-44.1-4-8)
- Obstruction of an emergency medical person (I.C. § 35-44.1-4-9)
- Resisting law enforcement (I.C. § 35-44.1-3-1)

However, deputies shall not take action or fail to take action based on the opinions being expressed.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Participant behavior during a demonstration or other public assembly can vary. This may include, but is not limited to:

- Lawful, constitutionally protected actions and speech.
- Civil disobedience (typically involving minor criminal acts).
- Rioting.

All of these behaviors may be present during the same event. Therefore, it is imperative that law enforcement actions are measured and appropriate for the behaviors deputies may encounter. This is particularly critical if force is being used. Adaptable strategies and tactics are essential.

The purpose of a law enforcement presence at the scene of public assemblies and demonstrations should be to preserve the peace, to protect life and prevent the destruction of property.

Deputies should not:

- Engage in assembly or demonstration-related discussion with participants.
- Harass, confront or intimidate participants.
- Seize the cameras, cell phones or materials of participants or observers unless a deputy is placing a person under lawful arrest.

Supervisors should continually observe office members under their commands to ensure that members' interaction with participants and their response to crowd dynamics is appropriate.

430.3.1 PHOTOGRAPHS, VIDEO RECORDINGS AND OTHER INFORMATION

Photographs, video recordings and other information may be collected at assemblies and demonstrations as they can serve a number of purposes, such as support of criminal prosecutions, assistance in evaluating office performance, serving as training material, recording the use of dispersal orders and facilitating a response to allegations of improper law enforcement conduct.

Photographs, video recordings and other information shall not be maintained on the political, religious or social activities, views or associations of any individual, group or organization unless those activities, views or associations directly relate to an investigation of criminal activity and there is reasonable suspicion that the subject of the information is involved in criminal conduct.

430.4 UNPLANNED EVENTS

When responding to an unplanned or spontaneous public gathering, the first responding deputy should conduct an assessment of conditions, including, but not limited to, the following:

- Location
- Number of participants
- Apparent purpose of the event
- Leadership (whether it is apparent and/or whether it is effective)
- Any initial indicators of unlawful or disruptive activity

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Indicators that lawful use of public facilities, streets or walkways will be impacted
- Ability and/or need to continue monitoring the incident

Initial assessment information should be promptly communicated to the Communication Center, and the assignment of a supervisor should be requested. Additional resources should be requested as appropriate. The responding supervisor shall assume command of the incident until command is expressly assumed by another, and the assumption of command is communicated to the involved members. A clearly defined command structure that is consistent with the Incident Command System (ICS) should be established as resources are deployed.

430.5 PLANNED EVENT PREPARATION

For planned events, comprehensive, incident-specific operational plans should be developed. The ICS should be considered for such events.

430.5.1 INFORMATION GATHERING AND ASSESSMENT

In order to properly assess the potential impact of a public assembly or demonstration on public safety and order, relevant information should be collected and vetted. This may include:

- Information obtained from outreach to group organizers or leaders.
- Information about past and potential unlawful conduct associated with the event or similar events.
- The potential time, duration, scope, and type of planned activities.
- Any other information related to the goal of providing a balanced response to criminal activity and the protection of public safety interests.

Information should be obtained in a transparent manner, and the sources documented. Relevant information should be communicated to the appropriate parties in a timely manner.

Information will be obtained in a lawful manner and will not be based solely on the purpose or content of the assembly or demonstration, or actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability of the participants (or any other characteristic that is unrelated to criminal conduct or the identification of a criminal subject).

430.5.2 OPERATIONAL PLANS

An operational planning team with responsibility for event planning and management should be established. The planning team should develop an operational plan for the event.

The operational plan will minimally provide for:

(a) Command assignments, chain of command structure, roles and responsibilities.

(b) Staffing and resource allocation.

(c) Management of criminal investigations.

(d) Designation of uniform of the day and related safety equipment (helmets, shields, etc.).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) Deployment of specialized resources.

(f) Event communications and interoperability in a multijurisdictional event.

(g) An established liaison with demonstration leaders and external agencies.

(h) An established liaison with County government and legal staff.

(i) Media relations.

(j) Logistics: food, fuel, replacement equipment, duty hours, relief and transportation.

(k) Traffic management plans.

(l) First aid and emergency medical service provider availability.

(m) Prisoner transport and detention.

(n) Review of policies regarding public assemblies and use of force in crowd control.

(o) Parameters for declaring an unlawful assembly.

(p) Arrest protocol, including management of mass arrests.

(q) Protocol for recording information flow and decisions.

(r) Rules of engagement, including rules of conduct, protocols for field force extraction and arrests, and any authorization required for the use of force.

(s) Protocol for handling complaints during the event.

(t) Parameters for the use of body-worn cameras and other portable recording devices.

430.5.3 MUTUAL AID AND EXTERNAL RESOURCES

The magnitude and anticipated duration of an event may necessitate interagency cooperation and coordination. The assigned Incident Commander should ensure that any required memorandums of understanding or other agreements are properly executed, and that any anticipated mutual aid is requested and facilitated (see the Outside Agency Assistance Policy).

430.5.4 MASS GATHERING LICENSE

Any event that is likely to attract 5,000 or more people and continue for more than 18 consecutive hours requires a license. Applicants for such a license shall be submitted to the Sheriff (I.C. § 16-41-22-5).

The Sheriff shall forward the application with recommendations to the health department on the same day the application is received. Upon return of the application from the health department the Sheriff shall notify the applicant within five days that the application has been disapproved by the health department or whether the Sheriff will issue the license (I.C. § 16-41-22-12).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

430.6 UNLAWFUL ASSEMBLY DISPERSAL ORDERS

If a public gathering or demonstration remains peaceful and nonviolent, and there is no reasonably imminent threat to persons or property, the Incident Commander should generally authorize continued monitoring of the event.

Should the Incident Commander make a determination that public safety is presently or is about to be jeopardized, he/she or the authorized designee should attempt to verbally persuade event organizers or participants to disperse of their own accord. Warnings and advisements may be communicated through established communications links with leaders and/or participants or to the group.

When initial attempts at verbal persuasion are unsuccessful, the Incident Commander or the authorized designee should make a clear, standardized announcement to the gathering that the event is an unlawful assembly, and should order the dispersal of the participants. The announcement should be communicated by whatever methods are reasonably available to ensure that the content of the message is clear and that it has been heard by the participants. The announcement should be amplified, made in different languages as appropriate, made from multiple locations in the affected area and documented by audio and video. The announcement should provide information about what law enforcement actions will take place if illegal behavior continues and should identify routes for egress. A reasonable time to disperse should be allowed following a dispersal order.

430.7 USE OF FORCE

Use of force is governed by current office policy and applicable law (see the Use of Force, LETB Uniform Statewide Policy on Deadly Force, Handcuffing and Restraints, Control Devices, and Conducted Energy Device policies).

Individuals refusing to comply with lawful orders (e.g., nonviolent refusal to disperse) should be given a clear verbal warning and a reasonable opportunity to comply. If an individual refuses to comply with lawful orders, the Incident Commander shall evaluate the type of resistance and adopt a reasonable response in order to accomplish the law enforcement mission (such as dispersal or arrest of those acting in violation of the law). Control devices and conducted energy devices should be considered only when the participants' conduct reasonably appears to present the potential to harm deputies, themselves or others, or will result in substantial property loss or damage (see the Control Devices and the Conducted Energy Device policies).

Force or control devices, including oleoresin capsaicin (OC), should be directed toward individuals and not toward groups or crowds, unless specific individuals cannot reasonably be targeted due to extreme circumstances, such as a riotous crowd.

Any use of force by a member of this office shall be documented promptly, completely, and accurately in an appropriate report. The type of report required may depend on the nature of the incident.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

430.8 ARRESTS

The Boone County Sheriff's Office should respond to unlawful behavior in a manner that is consistent with the operational plan. If practicable, warnings or advisements should be communicated prior to arrest.

Mass arrests should be employed only when alternate tactics and strategies have been or reasonably appear likely to be unsuccessful. Mass arrests shall only be undertaken upon the order of the Incident Commander or the authorized designee. There must be probable cause for each arrest.

If employed, mass arrest protocols should fully integrate:

(a) Reasonable measures to address the safety of deputies and arrestees.

(b) Dedicated arrest, booking and report writing teams.

(c) Timely access to medical care.

(d) Timely access to legal resources.

(e) Timely processing of arrestees.

(f) Full accountability for arrestees and evidence

(g) Coordination and cooperation with the prosecuting authority, jail and courts (see the Summons Release Policy).

430.9 MEDIA RELATIONS

The Public Information Officer should use all available avenues of communication, including press releases, briefings, press conferences and social media, to maintain open channels of communication with media representatives and the public about the status and progress of the event, taking all opportunities to reassure the public about the professional management of the event (see the Media Relations Policy).

430.10 DEMOBILIZATION

When appropriate, the Incident Commander or the authorized designee should implement a phased and orderly withdrawal of law enforcement resources. All relieved personnel should promptly complete any required reports, including use of force reports, and account for all issued equipment and vehicles to their supervisors prior to returning to normal operational duties.

430.11 POST EVENT

The Incident Commander should designate a member to assemble full documentation of the event, to include the following:

(a) Operational plan

(b) Any incident logs

(c) Any assignment logs

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Vehicle, fuel, equipment and supply records

(e) Incident, arrest, use of force, injury and property damage reports

(f) Photographs, audio/video recordings, the Communication Center records/tapes

(g) Media accounts (print and broadcast media)

430.11.1 AFTER-ACTION REPORTING

The Incident Commander should work with County legal counsel, as appropriate, to prepare a comprehensive after-action report of the event, explaining all incidents where force was used, to include:

(a) Date, time and description of the event

(b) Actions taken and outcomes (e.g., injuries, property damage, arrests, costs)

(c) Problems identified

(d) Significant events

(e) Recommendations for improvement; opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

430.12 TRAINING

Office members should receive periodic training regarding this policy, as well as the dynamics of crowd control and incident management. The Office should, when practicable, train with its external and mutual aid partners.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Suspicious Activity Reporting

431.1 PURPOSE AND SCOPE

This policy provides guidelines for reporting and investigating suspicious and criminal activity.

431.1.1 DEFINITIONS

Definitions related to this policy include:

Involved party - An individual who has been observed engaging in suspicious activity, as defined in this policy, when no definitive criminal activity can be identified, thus precluding the person's identification as a suspect.

Suspicious activity - Any reported or observed activity that a member reasonably believes may have a nexus to any criminal act or attempted criminal act, or to foreign or domestic terrorism. Actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability should not be considered as factors that create suspicion (although these factors may be used as specific suspect descriptions). Examples of suspicious activity that should be reported through Nationwide Suspicious Activity Reporting Initiative may include but are not limited to:

- Suspected pre-operational surveillance or intelligence gathering (e.g., photographing security features, asking questions about sensitive security-related subjects).
- Tests of security measures and response to incidents (e.g., "dry run," creating false alarms, attempts to enter secure areas without authorization).
- Suspicious purchases (e.g., purchasing large quantities of otherwise legal items, such as fertilizer, that could be used to create an explosive or other dangerous device).
- An individual in possession of such things as a hoax explosive or dispersal device, sensitive materials (e.g., passwords, access codes, classified government information), or coded or ciphered literature or correspondence.
- Cyberattacks on critical computer or technology equipment.
- Unusual aviation activity (e.g., learning to operate, or operating an aircraft, or interfering with the operation of an aircraft in a manner that poses a threat to persons or property and that would arouse suspicion of terrorism or other criminal behavior).
- Damaging, manipulating, defacing, or destroying part of a facility/infrastructure or secured protection site.

Suspicious Activity Report (SAR) - An incident report used to document suspicious activity.

431.2 POLICY

The Boone County Sheriff's Office recognizes the need to protect the public from criminal conduct and acts of terrorism, and shall lawfully collect, maintain and disseminate information regarding suspicious activities, while safeguarding civil liberties and privacy protections.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

431.3 RESPONSIBILITIES

The Investigation Commander and authorized designees will manage SAR activities. Authorized designees should include supervisors who are responsible for office participation in criminal intelligence systems as outlined in the Criminal Organizations policy.

The responsibilities of the Investigation Commander include, but are not limited to:

(a) Remaining familiar with those databases available to the Office that would facilitate the purpose of this policy.

(b) Maintaining adequate training in the area of intelligence gathering to ensure no information is being maintained that would violate the law or civil rights of any individual.

(c) Ensuring a process is available that would allow members to report relevant information. The process should be designed to promote efficient and quick reporting, and should not be cumbersome, duplicative or complicated.

(d) Ensuring that members are made aware of the purpose and value of documenting information regarding suspicious activity, as well as the databases and other information resources that are available to the Office.

(e) Ensuring that SAR information is appropriately disseminated to members in accordance with their job responsibilities.

(f) Coordinating investigative follow-up, if appropriate.

(g) Coordinating with any appropriate agency or fusion center.

(h) Ensuring that, as resources are available, the Office conducts outreach that is designed to encourage members of the community to report suspicious activity and that outlines what they should look for and how they should report it (e.g., website, public service announcements).

431.4 REPORTING AND INVESTIGATION

Any office member receiving information regarding suspicious activity should take any necessary immediate and appropriate action, including a request for tactical response or immediate notification of specialized entities, when applicable. Any civilian member who receives such information should ensure that it is passed on to a deputy in a timely manner.

If the suspicious activity is not directly related to a reportable crime, the member should prepare a SAR and include information about involved parties and the circumstances of the incident. If, during any investigation, a deputy becomes aware of suspicious activity that is unrelated to the current investigation, the information should be documented separately in a SAR and not included in the original incident report. The report number of the original incident should be included in the SAR as a cross reference. A SAR should be processed as any other incident report.

431.5 HANDLING INFORMATION

The Records Section will forward copies of SARs, in a timely manner, to the following:

- Investigation Division supervisor

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- The Crime Analysis unit
- Other authorized designees

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Civil Disputes

432.1 PURPOSE AND SCOPE

This policy provides members of the Boone County Sheriff's Office with guidance for addressing conflicts between persons when no criminal investigation or enforcement action is warranted (e.g., civil matters), with the goal of minimizing any potential for violence or criminal acts.

The Domestic or Family Violence Policy will address specific legal mandates related to domestic violence court orders. References in this policy to “court orders” apply to any order of a court that does not require arrest or enforcement by the terms of the order or by Indiana law.

432.2 POLICY

The Boone County Sheriff's Office recognizes that a law enforcement presence at a civil dispute can play an important role in the peace and safety of the community. Subject to available resources, members of this office will assist at the scene of civil disputes with the primary goal of safeguarding persons and property, preventing criminal activity and maintaining the peace. When handling civil disputes, members will remain impartial, maintain a calm presence, give consideration to all sides and refrain from giving legal or inappropriate advice.

432.3 GENERAL CONSIDERATIONS

When appropriate, members handling a civil dispute should encourage the involved parties to seek the assistance of resolution services or take the matter to the civil courts. Members must not become personally involved in disputes and shall at all times remain impartial.

While not intended to be an exhaustive list, members should give considerations to the following when handling civil disputes:

(a) Civil disputes tend to be confrontational and members should be alert that they can escalate to violence very quickly. De-escalation techniques should be used when appropriate.

(b) Members should not dismiss alleged or observed criminal violations as a civil matter and should initiate the appropriate investigation and report when criminal activity is apparent.

(c) Members shall not provide legal advice, however, when appropriate, members should inform the parties when they are at risk of violating criminal laws.

(d) Members are reminded that they shall not enter a residence or other non-public location without legal authority.

(e) Members should not take an unreasonable amount of time assisting in these matters and generally should contact a supervisor if it appears that peacekeeping efforts does not appear likely to be successful.

432.4 COURT ORDERS

Disputes involving court orders can be complex. Where no mandate exists for a deputy to make an arrest for a violation of a court order, the matter should be addressed by documenting any apparent

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

court order violation in a report. If there appears to be a more immediate need for enforcement action, the investigating deputy should consult a supervisor prior to making any arrest.

If a person appears to be violating the terms of a court order but is disputing the validity of the order or its applicability, the investigating deputy should document the following:

(a) The person's knowledge of the court order or whether proof of service exists.

(b) Any specific reason or rationale the involved person offers for not complying with the terms of the order.

A copy of the court order should be attached to the report when available. The report should be forwarded to the appropriate prosecutor. The report should also be forwarded to the court issuing the order with a notice that the report was also forwarded to the prosecutor for review.

432.4.1 STANDBY REQUESTS

Deputies responding to a call for standby assistance to retrieve property should meet the person requesting assistance at a neutral location to discuss the process. The person should be advised that items that are disputed will not be allowed to be removed. The member may advise the person to seek private legal advice as to the distribution of disputed property.

Members should accompany the person to the location of the property. Members should ask if the other party will allow removal of the property or whether the other party would remove the property.

If the other party is uncooperative, the person requesting standby assistance should be instructed to seek private legal advice and obtain a court order to obtain the items. Deputies should not order the other party to allow entry or the removal of any items. If there is a restraining, protection, no-contact, or similar order against the person requesting standby assistance, deputies will not allow the restrained person to violate any provisions of the order and, if already present, that person should be asked to leave the scene or they may be subject to arrest for violation of the order.

If the other party is not present at the location, the member will not allow entry into the location or the removal of property from the location.

432.5 VEHICLES AND PERSONAL PROPERTY

Deputies may be faced with disputes regarding possession or ownership of vehicles or other personal property. Deputies may review documents provided by parties or available databases (e.g., vehicle registration), but should be aware that legal possession of vehicles or personal property can be complex. Generally, deputies should not take any enforcement action unless a crime is apparent. The people and the vehicle or personal property involved should be identified and the incident documented.

432.6 REAL PROPERTY

Disputes over possession or occupancy of real property (e.g., land, homes, apartments) should generally be handled through a person seeking a court order.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Service of Court Documents

433.1 PURPOSE AND SCOPE

This policy provides guidelines for serving court documents to parties in civil matters.

This policy does not apply to the service of court orders as provided in the Domestic or Family Violence Policy.

433.2 POLICY

The Boone County Sheriff's Office will deliver court documents such as subpoenas, eviction notices, or court orders with efficiency and due care. The Office will give higher priority to the service of court orders in cases when the Office reasonably believes delay may impact a person’s safety.

433.3 RESPONSIBILITIES

Requests that the Boone County Sheriff's Office serve court documents should be forwarded to the Matron.

433.3.1 MATRON RESPONSIBILITIES

The Matron is responsible for developing procedures to ensure:

(a) Court documents received for service are logged, dated and time stamped.

(b) A service application request form is received from the person requesting service that includes:

1. The date service is due.
2. Whether substitute service is authorized by the requestor.
3. Risk-related information such as the subject's prior acts of violence, and the presence of aggressive dogs, narcotics or other hazardous substances.

(c) Inquiries are made in law enforcement records management systems to determine if there are additional entries that would impact deputy safety when serving the papers. Proper notations should be entered on or attached to the service application request form.

(d) A fee schedule is maintained and applicable fees are collected. No fees shall be required when fees have been waived by a court or are prohibited by statute.

(e) A schedule is maintained with the number of copies of each type document the Boone County Sheriff's Office requires when a person requests service by the Office.

(f) Data entry regarding the service is made in a timely fashion. This includes data entry regarding the status of the service (e.g., served, attempted and returned), if appropriate.

(g) Court documents and accompanying service application request forms are forwarded to the Administration Commander for service.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(h) The court and person requesting service are promptly notified that service has been made or that attempts at service were unsuccessful. Returns of service or documentation related to failure of service for out-of-county courts may be returned by mail to the person from whom it was received.

(i) The Office maintains a record that contains a list of all court documents received for service, including:

1. The date and time received.
2. The date service is due.
3. The type of court document (e.g., civil subpoena, civil summons).
4. The source of the document(s).
5. The names of the parties to the action.
6. The name and address of the person to be served unless confidential under law.
7. The date and time of service.
8. The number of attempts to serve.
9. Mileage for service.
10. The deputy assigned to serve the document and date of assignment.

(j) The Boone County Sheriff's Office periodically confers with applicable courts regarding the service of documents by the Boone County Sheriff's Office and any relevant court procedural changes or possible areas of concern or improvement that need to be addressed, as appropriate.

433.3.2 CIVIL DIVISION COMMANDER RESPONSIBILITIES

The Civil Division Commander is responsible for tracking requests for service received and deputies assigned to such requests to ensure service efforts are diligently made.

Upon receipt of the service application request form and court documents for service, the Civil Division Commander should assign service to a deputy. Court documents reasonably known to be related to a person's immediate safety should be served as soon as practicable. Any reasonably known information related to a heightened risk in the service should be addressed and communicated to the office member assigned to serve the document(s).

The Civil Division Commander will send the completed documentation of service back to the Matron to ensure timely notification to the court.

The Civil Division Commander will also ensure that sufficient documentation related to the service and attempted service of court documents has occurred.

433.3.3 DEPUTY RESPONSIBILITIES

Deputies assigned to serve court documents shall do so diligently and with due regard for privacy and property rights.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

If service of a court order is not immediately possible, deputies are expected to make reasonable inquiries and investigative actions to complete the service. This may include using the following resources to locate persons:

(a) National Motor Vehicle Title Information System

(b) Public records databases and other commercial Web-based sources used to find people (skip tracing tools)

(c) Relevant court records and contact information for parties

Deputies are required to complete and submit to the Civil Division Commander a return of service for each document served or attempted to be served.

Deputies are expected to complete and submit a report any time there is reasonable suspicion to believe a person is attempting to evade service or is being assisted by another person to avoid service.

Deputies shall not give legal advice or express opinions as to the merit of civil issues.

Deputies shall document all court documents served or attempted to be served. The documentation should include the address where service was attempted, the date and time of attempted service, any reasons or circumstances why service was unsuccessful, the date and time of service, the name of the person served and description of the service, and the mileage used for each service or service attempt.

Boone County Sheriff's Office Procedure Manual: EVICTION PROCEDURES

433.4 DEPUTY SAFETY

Members should always review risk-related information in the service application request form prior to service. Members may contact the requestor with any questions related to information on the form that indicate an unusual risk to safety. Members should notify a supervisor if they identify any particular safety concerns that have not been addressed.

Members may consider requesting assistance from another deputy and/or avoiding confrontation at a residence or business by contacting the party and requesting to meet at a location that may pose a lower risk.

433.5 CANCELED SERVICE

Any member of the Boone County Sheriff's Office who becomes aware of the cancellation of court document service request should promptly inform the Civil Division Commander. The Civil Division Commander should promptly notify the assigned deputy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

School Resource Officers

434.1 PURPOSE AND SCOPE

This policy describes the Boone County Sheriff's Office School Resource Officer (SRO) program.

434.2 POLICY

The Boone County Sheriff's Office is committed to enhancing the safety of students and faculty on campuses located in the office’s jurisdiction by forming a partnership with school administrators, faculty members and students.

434.3 SCHOOL RESOURCE OFFICER PROGRAM

The Sheriff should appoint SROs to serve in public elementary and secondary schools upon agreement with local school corporations or charter schools. The agreement should cover paid services, where applicable. The agreement should also include the SRO's duties and responsibilities as outlined below (I.C. § 20-26-18.2-2).

The goals and objectives of the SRO program include but are not limited to (I.C. § 20-26-18.2-1):

(a) Assisting with the development and implementation of a school safety plan in accordance with the requirements of I.C. § 10-21-1-10.

(b) Protecting the school against external threats to the safety of the students, preventing unauthorized access to school property, and securing the school against a natural disaster or other violence.

(c) Creating respect for law and order in the public school system and minimizing criminal activity.

(d) Identifying students at risk of becoming involved in the criminal justice system and guiding them toward more positive and socially acceptable ways to behave.

(e) Reducing criminal activity on or near a school campus.

(f) Enhancing communication and understanding between students, their families, district staff, and the Office.

(g) Assisting with the coordination of security measures for school activities such as sports events, dances, and other large gatherings.

(h) Auditing security measures, at least annually, throughout the school and making recommendations to enhance safety and reduce risk.

434.4 SCHOOL RESOURCE OFFICER DUTIES

The Sheriff or the authorized designee should appoint members as SROs whose duties and responsibilities include:

(a) Responding to calls and the preliminary investigation of criminal offenses that occur on student-occupied property while the SRO is on-duty or during school hours.

(b) Conducting follow-up investigations of misdemeanor offenses that occur on student-occupied property during school hours.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Assisting the Investigation Division with follow-up investigations that originate on student-occupied property or involve a student.

(d) Providing education for students, faculty, and administrators as requested and when available regarding law enforcement functions.

(e) Assisting faculty and administrators in establishing policies that contribute to the safety of school staff and students.

(f) Participating in student conferences, as requested and appropriate.

(g) Providing youth gang task force intelligence as appropriate.

(h) Assisting the school corporation's or charter school's school safety specialist and safe school committee with the development and implementation of a school safety plan in accordance with the requirements of I.C. § 10-21-1-10 (I.C. § 20-26-18.2-2).

(i) Participating in the development and implementation of programs designed to identify, assess, and provide assistance to youth who are at high risk of experiencing a mental health crisis or becoming juvenile offenders (I.C. § 20-26-18.2-2).

(j) Participating as a member of the school corporation's or charter school's multi-disciplinary threat assessment team (I.C. § 10-21-1-1).

434.4.1 CHAIN OF COMMAND

Deputies should follow their assigned office chain of command during investigations of criminal activity. Assigned activities that are not criminal in nature may be overseen or directed by the school principal or the authorized designee or as otherwise provided in the agreement for services.

434.5 SCHOOL RESOURCE OFFICER QUALIFICATIONS

Members appointed as SROs should be selected using criteria that includes, but is not limited to:

(a) The ability of the appointee to foster an optimal learning environment and educational community.

(b) Whether the candidate has specialized training in:

1. Child and adolescent development.
2. De-escalation and conflict resolution techniques with children and adolescents.
3. Behavioral health disorders in children and adolescents.
4. Alternatives to arrest and other juvenile justice diversion strategies.
5. Behavioral threat assessment methods.

The selection should not be based solely on seniority. The performance of SROs should be reviewed annually by the school district superintendent and the Sheriff or the authorized designee.

434.6 TRAINING

Prior to assignment as an SRO, deputies shall complete required SRO training through the Indiana Law Enforcement Training Board, the National Association of School Resource Officers or another

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

school resource officer training program approved by the Indiana Law Enforcement Training Board (I.C. § 20-26-18.2-1).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Body-Worn Cameras

435.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of a body-worn camera (BWC) by members of this office and for the access, use, and retention of office BWC media.

The provisions of this policy, including notice, documentation, access, and retention, also apply to other portable audio/video recording devices used by members, where applicable.

This policy does not apply to undercover operations, wiretaps, or eavesdropping (concealed listening devices).

435.1.1 DEFINITIONS

Definitions related to this policy include:

Activate - To place a BWC in active mode (also called event mode). In active mode, the BWC records both video and audio.

BWC media - The video, audio, and images captured by office BWCs and the associated metadata.

BWC media systems - Any software, including web-based programs and mobile applications, used by the Office to upload/download, store, view, transfer, and otherwise maintain BWC media.

Deactivate - To place a BWC in buffering mode (also called ready or pre-event mode). In buffering mode, the BWC records video (without audio) in short, predetermined intervals that are retained only temporarily. However, when a BWC is activated, the interval recorded immediately prior to activation is then stored as part of the BWC media. Deactivate does not mean powering off the BWC.

Event - A general term referring to a set of circumstances that may, but does not necessarily, correlate directly to a single public safety incident.

435.2 POLICY

It is the policy of the Office to use BWCs and BWC media for evidence collection and to accurately document events in a way that promotes member safety and office accountability and transparency while also protecting the privacy of members of the public.

A violation of this policy subjects the member to discipline (see the Personnel Complaints Policy).

435.3 RESPONSIBILITIES

435.3.1 BWC COORDINATOR RESPONSIBILITIES

The Sheriff or the authorized designee should delegate certain responsibilities to a BWC coordinator.

The responsibilities of the coordinator include:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Serving as a liaison between the Office and the BWC manufacturer/distributor and any third-party media storage vendor.

(b) Developing inventory procedures for issuing and tracking BWC equipment, including properly marking BWCs as property of the Office and recording the date each BWC is placed into or taken out of service.

(c) Assisting with troubleshooting and maintenance of BWC equipment and media systems and, when necessary, coordinating the repair or replacement of BWCs.

1. All equipment and system malfunctions and their resolutions should be documented, and maintenance and repair records should be maintained for all BWCs.

(d) Managing BWC media systems so that:

1. Access is limited to the minimum necessary authorized users and user privileges are restricted to those necessary for the member to conduct assigned office duties.

2. Security requirements, such as two-factor authentication and appropriate password parameters, are in place for user credentials.

(e) Configuring BWC media systems, or developing manual procedures, so that media is appropriately categorized and retained according to the event type tagged by members.

(f) Retaining audit logs or records of all access, alteration, and deletion of BWC media and media systems, and conducting periodic audits to ensure compliance with applicable laws, regulations, and office policy.

(g) Developing and updating BWC training for members who are assigned a BWC or given access to BWC media systems.

(h) Coordinating with the community relations coordinator to (see the Community Relations Policy):

1. Provide the public with notice of the office's use of BWCs (e.g., posting on the office website or social media pages).

2. Gain insight into community expectations regarding BWC use.

(i) Coordinating with the Executive Secretary to (see the Records Section and Records Maintenance and Release policies):

1. Determine and apply proper retention periods to BWC media.

2. Develop procedures for the appropriate release of BWC media.

(j) Coordinating with the Crime Scene Investigation Division to develop procedures for the transfer, storage, and backup of evidentiary BWC media (see the Crime Scene Investigation Division Policy).

435.3.2 MEMBER RESPONSIBILITIES

Every member issued a BWC is responsible for its proper use, safekeeping, and maintenance.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

At the beginning of each shift or period of BWC use, the member should inspect their assigned BWC to confirm it is charged and in good working order. As part of the inspection, the member should perform a function test by activating the BWC and recording a brief video stating their name, identification number, assignment, and the date and time.

Members should wear their assigned BWC on their outermost garment positioned at or near chest level and as close to the center of their body as practicable. Members are responsible for ensuring there are no obstructions and that the BWC remains in a position suitable for recording.

When a BWC is not in the physical possession of the member to which it is assigned, it should be placed on the charging dock and stored in a secure location.

Members shall report any malfunction or damage to the BWC coordinator or on-duty supervisor as soon as practicable and, if possible, obtain a functioning BWC to use either temporarily while repairs are being made to the member's BWC or as a permanent replacement.

435.4 BWC USE

The following guidelines apply to the use of BWCs:

(a) Only office-issued BWCs should be used without the express consent of the Sheriff or the authorized designee.

(b) BWCs should only be used by the member or members to whom it was issued unless otherwise authorized by a supervisor.

(c) The use of office-issued BWCs shall be strictly limited to office-related activities.

(d) Members shall not use BWCs or BWC media systems for which they have not received prior authorization and appropriate training.

(e) Members shall immediately report unauthorized access or use of BWCs or BWC media systems by another member to their supervisor or the Sheriff.

435.4.1 PROHIBITIONS

BWCs should not be used to record:

(a) Routine administrative activities of the Office that do not involve interactions with the public. Care should be taken to avoid incidentally recording confidential documents that the Office has a duty to keep secure (i.e., criminal justice information).

(b) Areas within the office facilities where members have a reasonable expectation of privacy (e.g., locker rooms or dressing areas, breakrooms) unless responding to a call for service or conducting an investigation.

(c) Conversations of other members without their knowledge.

(d) When a member is taking an authorized break or otherwise engaged in personal activities.

(e) In a courtroom unless responding to a call for service or emergency situation.

(f) Interactions with undercover deputies or confidential informants.

(g) Strip searches.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

BWCs shall not be used for the purpose of embarrassment, harassment, or ridicule of any individual or group.

435.5 ACTIVATION OF BWC

Members should activate their BWC during all calls for service and the performance of law enforcement-related functions. Members are not required to activate their BWC during casual or informal contacts with members of the public that are not part of or related to law enforcement functions. However, members should activate their BWC any time a contact with an individual becomes hostile or adversarial.

Unless otherwise authorized by this policy or approved by a supervisor, BWCs should remain activated until the call for service or law enforcement-related function has concluded. A member may cease recording if they are simply waiting for a tow truck or a family member to arrive, or in other similar situations.

At no time is a member expected to jeopardize their safety to activate their BWC. However, the BWC should be activated as soon as reasonably practicable in required situations.

If a member attempts to activate their BWC but the BWC fails to record an event, the member should notify their supervisor as soon as practicable.

435.5.1 NOTICE OF RECORDING

Unless otherwise approved based on unique circumstances, a member should wear the BWC in a manner that is conspicuous and shall answer truthfully if asked whether they are equipped with a BWC or if their BWC is activated.

435.5.2 PRIVACY CONSIDERATIONS

Members should remain sensitive to the dignity of individuals being recorded and should exercise sound discretion with respect to privacy concerns.

When responding to a place where individuals have an expectation of privacy (e.g., private residences, medical or mental health facilities, restrooms) or to a sensitive situation (e.g., individuals partially or fully unclothed), members are permitted to mute or deactivate their BWC if it reasonably appears that the privacy concern outweighs any legitimate office interest in recording the event. Members may also mute or deactivate their BWC:

(a) To protect the privacy of a victim or witness.

(b) When an individual wishes to provide information anonymously.

(c) To avoid recording a confidential informant or undercover deputy.

(d) When discussing case tactics or strategy.

(e) During private conversations with other members or emergency responders.

Members should choose to mute rather than deactivate BWCs when practicable. Deactivation should only be used when muting the BWC will not accomplish the level of privacy necessary for the situation.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Before muting or deactivating their BWC, the member should verbally narrate the reason on the recording. As soon as possible once the privacy concern is no longer an issue, or when circumstances change so that the privacy concern no longer outweighs the office's interest in recording the event (e.g., the individual becomes combative, the conversation ends), the member should unmute or reactivate their BWC and verbally note that recording has resumed.

435.5.3 LIVESTREAMING

Livestreaming enables authorized individuals to remotely view the audio and video captured by a member's BWC in real time. Only supervisors and communication officers approved by the Sheriff or the authorized designee shall have access to livestreaming capabilities.

Livestreaming should only be activated:

(a) For purposes of member safety when the member is not responding to their radio or there is some other indication of distress.

(b) To assist with situational awareness or tactical decisions during a significant incident.

(c) When requested by the member.

435.5.4 DOCUMENTATION

Members are encouraged to provide narration while using a BWC when it would be useful to provide context or clarification of the events being recorded. However, the use of a BWC is not a replacement for written reports and should not be referred to in a written report in place of detailing the event.

Every report prepared by a member who is issued a BWC should state "BWC available" or "BWC unavailable," as applicable, and should document:

(a) To the extent practicable and relevant, the identity of individuals appearing in the BWC media.

(b) An explanation of why BWC media is unavailable including any malfunction, damage, or battery issue that resulted in the failure of the BWC to capture all or part of the event.

(c) Any exigency or other circumstances that prevented the member from immediately activating the recording at the beginning of the event.

(d) Any period of the event in which the member deactivated or muted their BWC and the reason for such action.

(e) If livestreaming was activated during the event, the reason for livestreaming and the members who communicated or participated in the event through BWC livestreaming.

435.6 UPLOADING BWC MEDIA

Unless otherwise authorized by a supervisor, all media from a member's BWC should be properly uploaded and tagged before the end of their shift. BWC media related to a serious or high-profile event (e.g., search for a missing child, active shooter situation) should be uploaded and tagged as soon as practicable upon returning to the Office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Following an officer involved shooting or death or other event deemed necessary, a supervisor should take possession of the BWC for each member present and upload and tag the BWC media.

435.6.1 TAGGING BWC MEDIA

Members should tag all media captured by their BWC with their name and/or identification number, the case or incident number, and the event type. BWC media should be tagged upon uploading or, if capabilities permit tagging in the field, as close to the time of the event as possible. If more than one event type applies to BWC media, it should be tagged with each event type. If BWC media can only be tagged with a single event type, the media should be tagged using the event type with the longest retention period.

BWC media depicting sensitive circumstances or events should be tagged as restricted. BWC media should be flagged for supervisor review when it pertains to a significant event such as:

(a) An incident that is the basis of a formal or informal complaint or is likely to result in a complaint.

(b) When a member has sustained a serious injury or a line-of-duty death has occurred.

(c) When a firearm discharge or use of force incident has occurred.

(d) An event that has attracted or is likely to attract significant media attention.

Supervisors should conduct audits at regular intervals to confirm BWC media is being properly uploaded and tagged by their subordinates.

435.7 BWC MEDIA

All BWC media is the sole property of the Office. Members shall have no expectation of privacy or ownership interest in the content of BWC media.

All BWC media shall be stored and transferred in a manner that is physically and digitally secure with appropriate safeguards to prevent unauthorized modification, use, release, or transfer. Contracts with any third-party vendors for the storage of BWC media should include provisions specifying that all BWC media remains the property of the Office and shall not be used by the vendor for any purpose without explicit approval of the Sheriff or the authorized designee.

Members shall not alter, copy, delete, release, or permit access to BWC media other than as permitted in this policy without the express consent of the Sheriff or the authorized designee.

BWC media systems should not be accessed using personal devices unless authorized by the Sheriff or the authorized designee.

435.7.1 ACCESS AND USE OF BWC MEDIA

BWC media systems shall only be accessed by authorized members using the member's own login credentials and in accordance with the Information Technology Use Policy.

BWC media shall only be accessed and viewed for legitimate office-related purposes in accordance with the following guidelines:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) BWC media tagged as restricted should only be accessible by those designated by the Sheriff or the authorized designee.

(b) Members may review their own BWC media for office-related purposes. Members should document in their report if they reviewed BWC media before completing the report.

(c) Investigators may review BWC media pertaining to their assigned cases.

(d) A member testifying regarding a office-related event may review the pertinent BWC media before testifying.

(e) Supervisors are permitted to access and view BWC media of their subordinates.

1. Supervisors should review BWC media that is tagged as a significant event or that the supervisor is aware pertains to a significant event.

2. Supervisors should conduct documented periodic reviews of their subordinate's BWC media at least annually to evaluate the member's performance, verify compliance with office procedures, and determine the need for additional training. The review should include a variety of event types when possible. Supervisors should review BWC media with the recording member when it would be beneficial to provide guidance or to conduct one-on-one informal training for the member.

3. Supervisors should conduct periodic reviews of a sample of each subordinate's BWC media to evaluate BWC use and ensure compliance with this policy.

(f) The Training Coordinator is permitted to access and view BWC media for training purposes.

1. The Training Coordinator should conduct a quarterly review of a random sampling of BWC media to evaluate office performance and effectiveness and to identify specific areas where additional training or changes to protocols would be beneficial. Training Committee members may review BWC media as part of their review to identify training needs.

2. The Training Coordinator may use BWC media for training purposes with the approval of the Sheriff or the authorized designee. The Training Coordinator should use caution to avoid embarrassing or singling out a member and, to the extent practicable, should seek consent from the members appearing in the BWC media before its use for training. When practicable, sensitive issues depicted in BWC media should be redacted before being used for training.

(g) The Executive Secretary may access BWC media when necessary to conduct office-related duties.

(h) The BWC coordinator may access BWC media and the BWC media system as needed to ensure the system is functioning properly, provide troubleshooting assistance, conduct audits, and fulfill other responsibilities related to their role.

435.7.2 PUBLIC ACCESS

Unless disclosure is required by law or a court order, BWC media should not be released to the public if it unreasonably violates a person's privacy or sense of dignity or depicts the interior of:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) A private residence.

(b) A facility that offers health care, mental health or substance abuse treatment, or social services.

(c) A school building.

(d) Any other building in which public access is restricted or which implicates heightened security concerns.

Requests for the release of BWC media shall be processed in accordance with the Records Maintenance and Release Policy. The Executive Secretary should review BWC media before public release.

435.8 RETENTION OF BWC MEDIA

Non-evidentiary BWC media should be retained in accordance with state records retention laws but in no event for a period less than 190 days (I.C. § 5-14-3-5.3).

Unless circumstances justify continued retention, BWC media should be permanently deleted upon the expiration of the retention period in a way that it cannot be retrieved. BWC media shall not otherwise be deleted by any person without the authorization of the Sheriff or the authorized designee.

435.8.1 EVIDENTIARY BWC MEDIA

BWC media relevant to a criminal prosecution should be exported from the BWC media system and securely transferred to digital evidence storage according to established office procedures. Evidentiary BWC media is subject to the same laws, policies, and procedures as all other evidence, including chain of custody, accessibility, and retention periods (see the Crime Scene Investigation Division Policy).

435.9 TRAINING

The BWC coordinator should ensure that each member issued a BWC receives initial training before use, and periodic refresher training thereafter. Training should include:

(a) Proper use of the BWC device and accessories.

(b) When BWC activation is required, permitted, and prohibited.

(c) How to respond to an individual's request to stop recording.

(d) Proper use of the BWC media systems, including uploading and tagging procedures.

(e) Security procedures for BWC media, including appropriate access and use.

Members who are not issued a BWC but who have access to BWC media systems shall receive training on the BWC media system, including appropriate access, use, and security procedures.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chapter 5 - Traffic Operations

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Traffic

500.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for improving public safety through education and enforcement of traffic-related laws.

500.2 POLICY

It is the policy of the Boone County Sheriff's Office to educate the public on traffic-related issues and to enforce traffic laws. The efforts of the Office will be driven by such factors as the location and/or number of traffic accidents based on citizen complaints, traffic volume, traffic conditions and other traffic-related needs. The ultimate goal of traffic law enforcement and education is to increase public safety.

500.3 DEPLOYMENT

Enforcement efforts may include such techniques as geographic/temporal assignment of office members and equipment, the establishment of preventive patrols to deal with specific categories of unlawful driving and a variety of educational activities. These activities should incorporate methods that are suitable to the situation; timed to events, seasons, past traffic problems or locations; and, whenever practicable, preceded by enforcement activities.

Several factors will be considered in the development of deployment schedules for office members. State and local data on traffic accidents are a valuable resource. Factors for analysis include, but are not limited to, the following:

- Location
- Time
- Day
- Violation factors
- Requests from the public
- Construction zones
- School zones
- Special events

Office members assigned to uniformed patrol or traffic enforcement functions will emphasize the enforcement of violations that contribute to traffic accidents, and also will consider the hours and locations where traffic accidents tend to occur. Members will take directed enforcement action on request, and random enforcement action when appropriate. Members shall maintain high visibility while working general enforcement, especially in areas where traffic accidents frequently occur.

500.3.1 TRAFFIC CONTROL PROCEDURES

The Commander will develop procedures and training for traffic direction and control, to include:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Circumstances warranting traffic direction and control (e.g., traffic collisions, roadway hazards)

(b) Uniform practices or other considerations for routing or re-directing vehicular traffic at or between intersections or away from hazards

(c) Uniform hand gestures for manual traffic direction

(d) Use of reflective clothing or vests while directing traffic

(e) Procedures for manual operation of traffic control devices

(f) Procedures for use of temporary traffic control devices

500.4 ENFORCEMENT

Traffic enforcement will be consistent with applicable laws and take into account the degree and severity of the violation committed. This office does not establish ticket quotas. The number of arrests or summons issued by any member shall not be used as the sole criterion for evaluating member overall performance.

Several methods are effective in the reduction of traffic accidents including but not limited to:

500.4.1 WARNINGS

Warnings are a non-punitive option that may be considered by the member when circumstances warrant, such as when a minor violation was inadvertent.

500.4.2 TRAFFIC INFORMATION AND SUMMONS

Traffic information and summons should be issued when a member believes it is appropriate. When issuing a summons for a traffic violation, it is essential that the rights and requirements imposed on motorists be fully explained. At a minimum, motorists should be provided with (I.C. § 9-30-3-6):

(a) An explanation of the violation or charge.

(b) The court appearance procedure, including the optional or mandatory appearance by the motorist.

(c) A notice of whether the motorist can enter a plea and pay the fine by mail or at the court.

500.4.3 PHYSICAL ARREST

Physical arrest can be made on a number of criminal traffic offenses. These cases usually deal with, but are not limited to:

(a) Accidents resulting in death (I.C. § 9-26-1-1.1).

(b) Felony or misdemeanor hit-and-run (I.C. § 9-26-1-1.1).

(c) Felony and misdemeanor driving under the influence of alcohol or drugs (I.C. § 9-30-5-1 et seq.).

(d) Refusal to sign a notice to appear (I.C. § 9-30-2-4).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

500.4.4 DRIVER ABILITY REVIEW

Any Boone County Sheriff’s Office Deputy that encounters an individual they believe is impaired by a physical, mental, medical or vision disability and believes the future operation of a motor vehicle by that individual would endanger themselves or others may request a Driver Ability Review to consider the invalidation, revocation or restriction of a driver’s privileges.

Boone County Sheriff's Office Procedure Manual: DRIVER ABILITY REVIEW PROCESS

500.4.5 SPECIAL CONSIDERATIONS

A non-resident violator should be handled consistent with any other traffic violator.

A government official (e.g., state or federal legislator) may be immune from arrest while going to, returning from, and attending sessions of the official's respective house, but the official is subject to traffic laws and may be issued a citation at the deputy's discretion.

Military personnel who have committed a traffic violation should be handled consistent with any other traffic violator, with the exception of an expired driver's license due to active-duty service.

A driver who shows signs of diminished driving ability may be referred for reexamination. Requests for reexamination should be submitted in accordance with Bureau of Motor Vehicles guidelines.

500.5 SUSPENDED OR REVOKED LICENSES

If a deputy contacts a traffic violator who is also driving on a suspended or revoked license, the deputy should issue a traffic information and summons or make an arrest as appropriate (I.C. § 9-24-19-1; I.C. § 9-24-19-2; I.C. § 9-24-19-3).

500.6 HIGH-VISIBILITY VESTS

The Office has provided American National Standards Institute (ANSI) Class II high-visibility vests to increase the visibility of office members, who may be exposed to hazards presented by passing traffic or will be maneuvering or operating vehicles, machinery and equipment (23 CFR 655.601; I.C. § 22-8-1.1-2).

500.6.1 REQUIRED USE

Except when working in a potentially adversarial or confrontational role, such as during vehicle stops, high-visibility vests shall be worn when increased visibility would improve the safety of the office member or when the member will be exposed to the hazards of passing traffic, maneuvering or operating vehicles, machinery, and equipment (I.C. § 22-8-1.1-2).

Examples of when high-visibility vests shall be worn include traffic control duties, traffic accident investigations, lane closures, and disaster scenes.

When emergency conditions preclude the immediate donning of the vest, members shall retrieve and wear the vest as soon as conditions reasonably permit.

Use of the vests shall also be mandatory when directed by a supervisor.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

500.6.2 CARE AND STORAGE

High-visibility vests shall be maintained in the trunk of each patrol and investigation vehicle, in the side box of each sheriff's motorcycle and in the gear bag of each patrol bicycle. Each vest should be stored inside a resealable plastic bag to protect and maintain the vest in a serviceable condition. Before going into service, each member shall ensure that a serviceable high-visibility vest is properly stored.

A supply of high-visibility vests will be maintained and made available for replacement of damaged or unserviceable vests. The Quartermaster should be promptly notified whenever the supply of vests needs replenishing.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Traffic Accidents

501.1 PURPOSE AND SCOPE

This policy provides guidelines for responding to and investigating traffic accidents.

501.2 POLICY

It is the policy of the Boone County Sheriff's Office to respond to traffic accidents and render or summon aid to injured victims as needed. The Office will investigate and prepare reports according to the established minimum reporting requirements with the goal of reducing the occurrence of accidents by attempting to identify the cause of the accident and through enforcing applicable laws. Unless restricted by law, traffic accident reports will be made available to the public upon request.

501.3 RESPONSE

Upon arriving at the scene, the responding member should assess the need for additional resources and summon assistance as appropriate. Generally, the member initially dispatched to the scene will be responsible for the investigation and report, if required, unless responsibility is reassigned by a supervisor.

A supervisor should be called to the scene when the incident:

(a) Is within the jurisdiction of this office and there is:
    1. A life-threatening injury.
    2. A fatality.
    3. A County vehicle involved.
    4. A County official or employee involved.
    5. Involvement of an on- or off-duty member of this office.
(b) Is within another jurisdiction and there is:
    1. A County of Boone County Sheriff's Office vehicle involved.
    2. A County of Boone County Sheriff's Office official involved.
    3. Involvement of an on-duty member of this office.

501.3.1 MEMBER RESPONSIBILITIES

Upon arriving at the scene, the responding member should consider and appropriately address:

(a) Traffic direction and control.
(b) Proper placement of emergency vehicles, cones, roadway flares or other devices if available to provide protection for members, the public and the scene.
(c) First aid for any injured parties if it can be done safely.
(d) The potential for involvement of hazardous materials.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) The need for additional support as necessary (e.g., traffic control, fire department, hazardous materials response, tow vehicles).

(f) Clearance and cleanup of the roadway.

501.4 NOTIFICATION

If a traffic accident involves a life-threatening injury or fatality, the responding deputy shall notify a supervisor or, if unavailable, the Shift Supervisor. The Shift Supervisor or any supervisor may assign a traffic investigator or other appropriate personnel to investigate the incident. The Shift Supervisor will ensure notification is made to the Commander, office command staff and Boone County Commissioners in accordance with the Major Incident Notification Policy.

501.4.1 NOTIFICATION OF FAMILY

In the event of a life-threatening injury or fatality, the supervisor responsible for the incident should ensure notification of the victim's immediate family or coordinate such notification with the Coroner, office chaplain or another suitable person. Notification should be made as soon as practicable following positive identification of the victim.

The identity of any person seriously injured or deceased in a traffic accident should not be released until notification is made to the victim's immediate family.

501.5 MINIMUM REPORTING REQUIREMENTS

An accident report should be taken when:

(a) A fatality, any injury (including complaint of pain), operating while intoxicated, or a hit-and-run is involved (I.C. § 9-26-2-1).

(b) The accident results in a collision with an unattended vehicle and/or damage to property other than a vehicle and the owner of that vehicle or property cannot be located.

(c) An on-duty member of the County of Boone County Sheriff's Office is involved.

(d) The accident results in any damage to any County-owned or leased vehicle.

(e) The accident involves any other public agency driver or vehicle.

(f) There is damage to public property.

(g) There is damage to any vehicle to the extent that towing is required.

(h) There is property damage of at least $2,500 (I.C. § 9-26-2-1).

(i) Prosecution or follow-up investigation is contemplated.

(j) Directed by a supervisor.

501.5.1 PRIVATE PROPERTY

Generally, reports should not be taken when a traffic accident occurs on private property unless the accident occurs on property that is open to the public and involves personal injury or death or property damage of at least $2,500 (I.C. § 9-26-2-4).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

501.5.2 COUNTY VEHICLE INVOLVED

A traffic accident report shall be taken when a County vehicle is involved in a traffic accident that results in property damage or injury. If the accident occurs in Boone County, the investigation shall be completed by a higher ranking deputy than the one involved. If no higher ranking deputy is available, the investigation shall be completed by another agency.

Whenever there is damage to a County vehicle, a vehicle damage report shall be completed and forwarded to the appropriate Commander by the end of the shift. The traffic investigator or supervisor at the scene shall take photographs of the scene and the vehicle damage.

501.5.3 INJURED ANIMALS

Office members should refer to the Animal Control Policy when a traffic accident involves the disposition of an injured animal.

501.6 INVESTIGATION

When a traffic accident meets minimum reporting requirements the investigation should include, at a minimum:

(a) Identification and interview of all involved parties.

(b) Identification and interview of any witnesses.

(c) A determination of whether a violation of law has occurred and the appropriate enforcement action.

(d) Identification and protection of items of apparent evidentiary value.

(e) Documentation of the incident as necessary (e.g., statements, measurements, photographs, collection of evidence and reporting) on the appropriate forms.

501.6.1 INVESTIGATION BY OUTSIDE LAW ENFORCEMENT AGENCY

The Commander or on-duty Shift Supervisor should request that the Indiana State Police or other outside law enforcement agency investigate and complete a traffic accident investigation when a life-threatening injury or fatal traffic accident occurs within the jurisdiction of the Boone County Sheriff's Office and involves:

(a) An on- or off-duty member of the Office.

1. The involved member shall complete the office traffic accident form. If the member is unable to complete the form, the supervisor shall complete it.

(b) An on- or off-duty official or employee of the County of Boone County Sheriff's Office.

Office members shall promptly notify a supervisor when any office vehicle is involved in a traffic accident. The supervisor shall ensure that applicable member responsibilities are addressed at the scene, and that related office reports are completed in a timely manner. The accident investigation and report shall be completed by the agency having jurisdiction.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

501.6.2 REMOVAL FROM LINE DUTY ASSIGNMENT

When an on-duty member is involved in a traffic accident that involves a life-threatening injury or fatality, the member should be placed in a temporary administrative assignment pending an administrative review. The Sheriff may exercise discretion and choose not to place a member in an administrative assignment.

501.6.3 ADMINISTRATIVE INVESTIGATION AND/OR MEANINGFUL REVIEW

The Commander or the authorized designee shall conduct a documented administrative investigation and/or meaningful review of all office-involved traffic accidents.

The completed administrative investigation and/or meaningful review report shall include recommendations to implement findings and be forwarded to the Sheriff. Recommendations may include but are not limited to:

(a) Policy changes.

(b) Training.

(c) Equipment enhancements.

(d) Discipline.

501.7 ENFORCEMENT ACTION

After a thorough investigation in which physical evidence or independent witness statements indicate that a violation of a traffic law contributed to the accident, authorized members should issue a summons or arrest the offending driver, as appropriate.

More serious violations, such as driving under the influence of drugs or alcohol, vehicular manslaughter or other felonies, shall be enforced. If a driver who is subject to enforcement action is admitted to a hospital, a supervisor shall be contacted to determine the best enforcement option.

501.8 REPORTS

Office members shall utilize forms approved by the Indiana State Police as required for the reporting of traffic accidents. All such reports shall be forwarded to the Enforcement Division for approval and filing (I.C. § 9-26-2-2).

501.8.1 REPORT MODIFICATION

A change or modification of a written report that alters a material fact in the report may be made only by the member who prepared the report, and only prior to its approval and distribution. Once a report has been approved and distributed, corrections shall only be made by way of a written supplemental report. A written supplemental report may be made by any authorized member.

501.8.2 COMMANDER RESPONSIBILITIES

The responsibilities of the Commander include, but are not limited to:

(a) Ensuring the monthly and quarterly reports on traffic accident information and statistics are forwarded to the Enforcement Commander or other persons as required.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Ensuring that the accident report is filed with the Indiana State Police within 24 hours after the investigation is complete (I.C. § 9-26-2-2).

501.9 CRASH REVIEW BOARD

All office owned vehicle accidents will be reviewed by a crash review board. The purpose of the review is to determine if the crash was preventable.

Boone County Sheriff's Office Procedure Manual: CRASH REVIEW BOARD

501.10 ACTION WHEN A REPORT IS NOT REQUIRED

When a traffic accident does not meet the minimum reporting requirements, a responding member should verify that each involved driver present has complied with the requirements of I.C. § 9-26-1-1.1 (I.C. § 9-26-2-1; I.C. § 9-26-2-4).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Vehicle Tow Hearings

502.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a process for vehicle tow hearings.

502.2 POLICY

When a vehicle is towed at the direction of any member of the Boone County Sheriff's Office, a hearing will be conducted upon request.

502.3 HEARING OFFICER

The Sheriff will identify the person who will act as a hearing officer when the decision of a member to tow a vehicle is contested. The hearing officer in any case must be a person other than the member who directed the vehicle to be towed.

502.4 HEARING PROCESS

The registered or legal owner of the vehicle or his/her agent may request a hearing when a vehicle is towed or stored at the direction of any member of the Boone County Sheriff's Office.

The failure to request a hearing in a timely manner or to attend a scheduled hearing may be considered a waiver of and satisfaction of the hearing.

A timely requested hearing shall be conducted within 48 hours of the request, excluding weekends and holidays.

Any relevant evidence may be submitted and reviewed by the hearing officer to determine the validity of the tow or storage of the vehicle.

502.5 DECISION

After consideration of all the evidence, the hearing officer shall determine whether the Office has established the validity of the tow or storage by a preponderance of the evidence.

(a) If a decision is made that reasonable grounds for the tow and storage have been established, the hearing officer shall advise the requesting party of the decision.

(b) If a decision is made that reasonable grounds for the tow or storage have not been established, the vehicle shall be released immediately. Towing and storage fees will be the responsibility of the Office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Vehicle Towing

503.1 PURPOSE AND SCOPE

This policy provides guidance related to vehicle towing. Nothing in this policy shall require a member of this office to tow a vehicle.

503.2 POLICY

The Boone County Sheriff's Office will tow vehicles when appropriate and in accordance with the law.

503.3 REMOVAL OF VEHICLES DUE TO HAZARD

When a vehicle should be towed because it presents a hazard, the owner or operator should arrange for the towing. Office members may assist by communicating requests through the Communication Center to expedite the process.

If the owner or operator is unable to arrange for towing and the vehicle presents a hazard, the vehicle may be towed at the direction of the office member (I.C. § 9-21-16-3; I.C. § 9-21-16-4).

Vehicles that are not the property of the County should not be driven by office members unless it is necessary to move the vehicle a short distance to eliminate a hazard, prevent the obstruction of a fire hydrant or comply with posted signs.

503.4 ARREST SCENES

Whenever the owner or operator of a vehicle is arrested, the arresting deputy should provide reasonable safekeeping by leaving the vehicle secured and lawfully parked at the scene or, when appropriate, by having the vehicle towed, such as when the vehicle presents a traffic hazard or the vehicle would be in jeopardy of theft or damage if left at the scene.

Deputies are not required to investigate whether alternatives to towing a vehicle exist after an arrest. However, a vehicle should not be towed if reasonable alternatives exist. When considering whether to leave a vehicle at the scene, deputies should take into consideration public safety as well as the reasonable safety of the vehicle and its contents.

The following are examples of situations where a vehicle should not be towed:

- The vehicle can be legally parked, left in a reasonably secure and safe location and is not needed as evidence.
- The vehicle is parked on private property, on which the arrestee or owner is legally residing, or the property owner does not object to the vehicle being parked at that location.
- The arrestee or owner of the vehicle requests that it be released to a person who is present, willing and able to legally take control of the vehicle.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- The vehicle is legally parked and the arrestee or owner requests that it be left at the scene. In such cases the requester should be informed that the Office will not be responsible for theft or damages.

503.5 VEHICLES RELATED TO CRIMINAL INVESTIGATIONS

Deputies should tow vehicles that are needed for the furtherance of an investigation or prosecution of a case, or that are otherwise appropriate for seizure as evidence. Deputies should make reasonable efforts to return a recovered stolen vehicle to its owner rather than have it towed, so long as the vehicle is not needed for evidence.

503.5.1 UNAUTHORIZED USER

When a deputy discovers a person in possession of a vehicle and that person cannot establish the right to possess the vehicle, the vehicle shall be taken to and stored in a suitable place determined by the deputy (I.C. § 9-22-1-5).

503.6 RECORDS

Records Section members shall ensure that pertinent data regarding a towed vehicle is promptly entered into the appropriate database.

503.6.1 VEHICLE STORAGE REPORT

Office members towing a vehicle shall complete an abandoned vehicle report. The report should be submitted to the Records Section as soon as practicable after the vehicle is towed.

A copy of the tow form will be provided to the tow truck company either by personal service or by email.

503.6.2 NOTICE TAG

When a deputy is notified of an abandoned vehicle on public property, the deputy shall attach, in a prominent place, a notice tag. The notice tag shall include the following information (I.C. § 9-22-1-11):

(a) The date and time

(b) The deputy's name

(c) The name, address, and telephone number of the Boone County Sheriff's Office

(d) Notice that the vehicle is considered abandoned

(e) Notice that the vehicle will be removed after:

1. 24 hours, if the vehicle is located on or within the right-of-way of an interstate highway or any highway that is part of the state highway system
2. 72 hours, for any other vehicle

(f) Notice that the person who owns the vehicle will be held responsible for all costs incidental to the removal, storage, and disposal of the vehicle

(g) Notice that the person who owns the vehicle may avoid costs by removal of the vehicle within the time designated on the notice

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

If a tagged vehicle is not removed within the applicable time period, the deputy shall prepare a written abandoned vehicle report indicating the condition of the vehicle. Any photographs of the vehicle, if available, should be attached to the report (I.C. § 9-22-1-12).

503.6.3 NOTICE OF TOW

Within 72 hours, excluding weekends and holidays, of a vehicle being towed, it shall be the responsibility of the Records Section to send a notice of tow to all registered owners and others having a recorded interest in the vehicle. Notice shall be sent to all such individuals by certified mail or by means of electronic service if approved by the Bureau of Motor Vehicles. The notice shall include (I.C. § 9-22-1-19):

(a) The name, address, and telephone number of the Boone County Sheriff's Office.

(b) The location where the vehicle is stored.

(c) A description of the vehicle, including the following:

1. Color
2. Manufacturer year
3. Make and model
4. License plate number and/or Vehicle Identification Number (VIN)
5. Mileage

(d) The authority and purpose for the removal of the vehicle.

(e) An explanation of the procedure for release of the vehicle and for obtaining a vehicle tow hearing.

(f) Notification that storage charges are being accrued and the vehicle is subject to sale if it is not claimed and the charges paid.

(g) The earliest possible date that a public sale of the vehicle could occur and the location.

If a vehicle is in such a condition that the vehicle identification number or other means of identification are not available to determine the registered owner or others having a registered interest in the vehicle, the vehicle may be disposed of without notice (I.C. § 9-22-1-21).

503.7 TOWING SERVICES

Members shall not show preference among towing services that have been authorized for use by the Office. A rotation or other system established by the Office for tow services should be followed.

503.8 VEHICLE INVENTORY

The contents of all vehicles towed at the request of office members shall be inventoried and listed on the inventory report. When reasonably practicable, photographs may be taken to assist in the inventory.

(a) An inventory of personal property and the contents of open containers will be conducted throughout the passenger and engine compartments of the vehicle including, but not limited to, any unlocked glove box, other accessible areas under or

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

within the dashboard area, any pockets in the doors or in the back of the front seat, in any console between the seats, under any floor mats and under the seats.

(b) In addition to the passenger and engine compartments as described above, an inventory of personal property and the contents of open containers will also be conducted in any other type of unlocked compartments that are a part of the vehicle, including unlocked vehicle trunks and unlocked car top containers.

(c) Any locked compartments including, but not limited to, locked glove compartments, locked vehicle trunks, locked hatchbacks and locked car-top containers should be inventoried, provided the keys are available and released with the vehicle to the third-party towing company or an unlocking mechanism for such compartment is available within the vehicle.

(d) Closed containers located either within the vehicle or any of the vehicle's compartments will not be opened for inventory purposes except for the following: wallets, purses, coin purses, fanny packs, personal organizers, briefcases or other closed containers designed for carrying money, small valuables or hazardous materials.

Members should ask the occupants whether the vehicle contains any valuables or hazardous materials. Responses should be noted in the inventory report. If the occupant acknowledges that any closed container contains valuables or a hazardous material, the container shall be opened and inventoried. When practicable and appropriate, such items should be removed from the vehicle and given to the owner, or booked into property for safekeeping.

Any cash, jewelry or other small valuables located during the inventory process will be held for safekeeping, in accordance with the Crime Scene Investigation Division Policy. A copy of the property receipt should be given to the person in control of the vehicle or if that person is not present, left in the vehicle.

A copy of the vehicle inventory will be given to the tow truck operator.

These inventory procedures are for the purpose of protecting the vehicle owner's property, providing for the safety of office members and protecting the Office against fraudulent claims of lost, stolen or damaged property.

Towing a vehicle in order to perform an inventory should not be used as a pretext for an evidence search. Nothing in this policy prevents the towing of a vehicle that would occur for reasons independent of any suspicion that the vehicle may contain evidence if it is otherwise justified by law or this policy.

503.9 SECURITY OF VEHICLES AND RETRIEVAL OF PROPERTY

If the search of a vehicle leaves the vehicle or any property contained therein vulnerable to unauthorized entry, theft or damage, the office member conducting the search shall take such steps as are reasonably necessary to secure or protect the vehicle or property from such hazards.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Vehicle Towing

Unless it would cause an unreasonable delay in towing the vehicle or create an issue of officer safety, reasonable accommodations should be made to permit the owner, operator or occupant to retrieve small items of value or personal need (e.g., cash, jewelry, cell phone, prescriptions), that are not considered evidence or contraband.

Members who become aware that a vehicle may have been towed by the Office in error should promptly advise a supervisor. Supervisors should approve, when appropriate, the release of the vehicle without requiring the owner or his/her agent to request a hearing to contest the tow.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Traffic Complaint and Summons, Information and Summons and Parking Citations

504.1 PURPOSE AND SCOPE

This policy outlines the responsibilities for issuing, correcting, voiding and dismissing traffic complaint and summons, information and summons and parking citations.

504.2 POLICY

It is the policy of the Boone County Sheriff's Office to enforce traffic laws fairly and equally. Authorized members may issue a traffic complaint and summons, information and summons, parking citation or written or verbal warning based upon the circumstances of the contact and in the best interest of the motoring public and community safety.

504.3 RESPONSIBILITIES

The Records Section shall be responsible for the supply and accounting of all traffic complaint and summons, information and summons and parking citations issued to members of this office. Traffic complaint and summons, information and summons and parking citations will be kept in a secure location and issued to members by the Records Section staff. Members will sign for the summons and books when issued or upon return of unused summons and citations.

Members of the Boone County Sheriff's Office shall only use office-approved traffic complaint and summons, information and summons and parking citation forms.

504.3.1 WRITTEN OR VERBAL WARNINGS

Written or verbal warnings may be issued when the office member believes it is appropriate. The Records Section should maintain information relating to traffic stops in which a written warning is issued. Written warnings are retained by this office in accordance with the established records retention schedule. Verbal warnings are required to be documented in the appropriate software program.

504.4 TRAFFIC CITATIONS

504.4.1 RECORDS SECTION

Deputies shall only use office-issued traffic complaint and summons andinformation and summons. The Records Section shall ensure that (I.C. § 9-30-3-6):

(a) Traffic complaint and summons and information and summons are available and accessible as appropriate.

(b) Each traffic complaint and summons and information and summons shall have a unique number which will include the identifying number of the Boone County Sheriff's Office.

(c) A system of accountability is in place for each traffic complaint and summons and information and summons in the possession of the Boone County Sheriff's Office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Adequate records are maintained to establish:

(a) The date of distribution of each blank traffic complaint and summons, information and summons, or block of summons, and the deputy to whom it is issued.

(b) An accounting system for all voided traffic complaint and summons and information and summons.

(c) The circumstances under which any traffic complaint and summons, information and summons, or block of summons, has been lost or misplaced.

504.4.2 BOND

This section does not apply to electronic tickets.

Any person may be released with a traffic information and summons for a minor traffic offense in lieu of either posting a bail presentation to a magistrate or incarceration provided that the person (I.C. § 9-30-3-6):

(a) Presents a driver’s license.

(b) Signs a traffic information and summons acknowledging receipt and his/her obligation to appear.

504.4.3 CORRECTION

When a traffic summons is issued but is in need of correction, the member issuing the summons shall submit the summons and a letter to his/her immediate supervisor requesting a specific correction. Once approved, the summons and letter shall then be forwarded to the Matron. The Matron or the authorized designee shall prepare a letter of correction to the court having jurisdiction and notify the summons recipient in writing.

504.4.4 VOIDING

Voiding a traffic summons may occur when the summons has not been completed or when it is completed but not issued, or when it has not been sent to the prosecutor's office.

504.4.5 DISMISSAL

Members of this office do not have the authority to dismiss a traffic information and summons once it has been issued. Only the court has that authority. Any request from a recipient to dismiss a summons shall be referred to the issuing deputy's supervisor. Upon a review of the circumstances involving the issuance of the traffic information and summons, the issuing deputy's supervisor may request the Enforcement Commander to recommend dismissal. If approved, the summons will be forwarded to the appropriate prosecutor with a request for dismissal. All recipients of traffic information and summons whose request for dismissal has been denied shall be referred to the appropriate court.

Prior to a court hearing, a member may submit a request for dismissal of a traffic information and summons to his/her supervisor. The request must be in writing and should include the reason for dismissal (i.e., in the interest of justice, prosecution is deemed inappropriate). Upon a review of the circumstances involving the issuance of the traffic information and summons, the supervisor

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

may forward the request to the Enforcement Commander to recommend dismissal. If approved, the summons will be forwarded to the appropriate prosecutor with a request for dismissal.

Should a member determine during a court proceeding that a traffic information and summons should be dismissed in the interest of justice or where prosecution is deemed inappropriate, the member may request the court to dismiss the summons. Upon such dismissal, the member shall notify his/her immediate supervisor of the circumstances surrounding the dismissal and shall complete any paperwork as directed or required, and forward it to the Enforcement Commander for review.

504.4.6 JUVENILE CITATIONS

Completion of traffic information and summons forms for juveniles may vary slightly from the procedure for adults. The juvenile's age, place of residency and the type of offense should be considered before issuing a juvenile a summons.

504.5 PARKING CITATION APPEALS

Parking citations may be appealed in accordance with local and state law.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Operating While Intoxicated

505.1 PURPOSE AND SCOPE

This policy provides guidance to those office members who play a role in the detection and investigation of drivers operating vehicles while intoxicated (OWI).

505.2 POLICY

The Boone County Sheriff's Office is committed to the safety of the roadways and the community and will pursue fair but aggressive enforcement of Indiana's OWI laws.

505.3 INVESTIGATIONS

Deputies should not enforce OWI laws to the exclusion of their other duties unless specifically assigned to OWI enforcement. All deputies are expected to enforce these laws with due diligence.

The Commander will develop and maintain, in consultation with the prosecuting attorney, report forms with appropriate checklists to assist investigating deputies in documenting relevant information and maximizing efficiency. Any OWI investigation will be documented using these forms. Information documented elsewhere on the form does not need to be duplicated in the report narrative. Information that should be documented includes, at a minimum:

(a) The field sobriety tests (FSTs) administered and the results.

(b) The deputy's observations that indicate impairment on the part of the individual, and the deputy's health-related inquiries that may help to identify any serious health concerns (e.g., diabetic shock).

(c) Sources of additional information (e.g., reporting party, witnesses) and their observations.

(d) Information about any audio and/or video recording of the individual's driving or subsequent actions.

(e) The location and time frame of the individual's vehicle operation and how this was determined.

(f) Any prior related convictions in Indiana or another jurisdiction.

505.4 FIELD TESTS

The Office should identify standardized FSTs and any approved alternate tests for deputies to use when investigating violations of Indiana OWI laws.

505.5 CHEMICAL TESTS

A person implies consent to a chemical test or tests, and to providing the associated chemical sample, under any of the following (I.C. § 9-30-6-1 et seq.; I.C. § 9-30-7-2):

(a) The deputy has probable cause to believe that the person has committed an offense under any of the following:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) OWI (I.C. § 9-30-5-1 et seq.)

(b) Implied Consent (I.C. § 9-30-6-1 et seq.)

(c) Circuit Court Alcohol Abuse Deterrent Programs (I.C. § 9-30-9-1 et seq.)

(d) Open Alcoholic Beverage Containers/Consumption of Alcohol in Motor Vehicles (I.C. § 9-30-15-1 et seq.)

A deputy may administer more than one chemical test during the course of an OWI investigation (I.C. § 9-30-6-2; I.C. § 9-30-7-3).

If a person withdraws this implied consent, or is unable to withdraw consent (e.g., the person is unconscious), the deputy should consider implied consent revoked and proceed as though the person has refused to provide a chemical sample.

505.5.1 STATUTORY NOTIFICATIONS

Deputies should advise a person that in order to comply with the implied consent laws of Indiana, the person must submit to each chemical test offered (I.C. § 9-30-6-2).

505.5.2 BREATH SAMPLES

The Commander shall ensure that all devices used for the collection and analysis of breath samples are properly serviced and tested, and that a record of such service and testing is properly maintained.

Deputies obtaining a breath sample should monitor the device for any sign of malfunction. Any anomalies or equipment failures should be noted in the appropriate report and promptly reported to the Commander.

505.5.3 BLOOD SAMPLES

Only persons authorized by law to draw blood shall collect blood samples. The blood draw should be witnessed by the assigned deputy. No deputy, even if properly certified, should perform this task (I.C. § 9-30-6-6).

Deputies should inform an arrestee that if he/she chooses to provide a blood sample, a separate sample can be collected for alternate testing. Unless medical personnel object, two samples should be collected and retained as evidence, so long as only one puncture is required.

The blood sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

If an arrestee cannot submit to a blood draw because he/she has a bleeding disorder or has taken medication that inhibits coagulation, he/she shall not be required to take a blood test. Such inability to take a blood test shall not be considered a refusal. However, that arrestee may be required to complete another available and viable test.

See attachment: Evidence-Submission-Guidelines

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

505.5.4 URINE SAMPLES

If a urine test will be performed, the arrestee should be promptly transported to the appropriate testing site. The deputy shall follow any directions accompanying the urine evidence collection kit.

Urine samples shall be collected and witnessed by a deputy or jail staff member of the same sex as the individual giving the sample. The arrestee should be allowed sufficient privacy to maintain his/her dignity, to the extent possible, while still ensuring the accuracy of the sample.

The sample shall be packaged, marked, handled, stored and transported as required by the testing facility.

505.5.5 PORTABLE BREATH TEST

A portable breath test (PBT) may be offered when a deputy has reasonable suspicion to believe that a person is OWI or has been involved in an accident resulting in actual or imminent death, or serious bodily injury (I.C. § 9-30-7-2; I.C. § 9-30-7-3).

505.6 REFUSALS

When an arrestee refuses to provide a chemical sample, deputies (I.C. § 9-30-6-7; I.C. § 9-30-6-8):

(a) Should advise the arrestee of the requirement to provide a sample.

(b) Should audio- and/or video-record the admonishment and the response when it is practicable.

(c) Shall document the refusal in the appropriate report.

(d) Shall prepare a probable cause affidavit to be forwarded to the prosecuting attorney of the county where the alleged offense occurred.

505.6.1 STATUTORY NOTIFICATIONS UPON REFUSAL

Upon refusal to submit to a chemical test, deputies shall inform the person that refusal will result in the suspension of his/her driving privileges and take possession of the person’s driver’s license or permit. The deputy shall issue the person a receipt (I.C. § 9-30-6-7).

505.6.2 BLOOD SAMPLE WITHOUT CONSENT

A blood sample may be obtained from a person who refuses a chemical test when any of the following conditions exist:

(a) A search warrant has been obtained.

(b) The deputy can articulate that exigent circumstances exist. Exigency does not exist solely because of the short time period associated with the natural dissipation of alcohol or controlled or prohibited substances in the person’s bloodstream. Exigency can be established by the existence of special facts, such as a lengthy time delay resulting from an accident investigation or medical treatment of the person.

    1. An exigent circumstance occurs when the deputy has probable cause to believe that the person has violated OWI laws and has been involved in an accident that caused serious bodily injury or death of another and the offense occurred no more than three hours prior to the sample being requested (I.C. § 9-30-6-6).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

505.6.3 FORCED BLOOD SAMPLE
If an arrestee indicates by word or action that he/she will physically resist a blood draw, the deputy should request a supervisor to respond.

The responding supervisor should:

(a) Evaluate whether using force to obtain a blood sample is appropriate under the circumstances.

(b) Ensure that all attempts to obtain a blood sample through force cease if the person agrees to, and completes, a viable form of testing in a timely manner.

(c) Advise the person of his/her duty to provide a sample (even if this advisement was previously done by another deputy), and attempt to persuade the individual to submit to providing such a sample without physical resistance.

1. This dialogue should be recorded on audio and/or video when appropriate and practicable.

(d) Ensure that the blood sample is taken in a medically approved manner (I.C. § 9-30-6-6).

(e) Ensure that the forced blood draw is recorded on audio and/or video when appropriate and practicable.

(f) Monitor and ensure that the type and level of force applied appears reasonable under the circumstances (I.C. § 9-30-6-6):

1. Unless otherwise provided in a warrant, force should generally be limited to handcuffing or similar restraint methods.

2. In misdemeanor cases, if the arrestee becomes violent or more resistant, no additional force will be used and a refusal should be noted in the report.

3. In felony cases, force which reasonably appears necessary to overcome the resistance to the blood draw may be permitted.

(g) Ensure the use of force and methods used to accomplish the collection of the blood sample are documented in the related report.

If a supervisor is unavailable, deputies are expected to use sound judgment and perform the duties of a supervisor, as set forth above.

505.7 ARREST AND INVESTIGATION
If a deputy has probable cause to believe that a person committed an OWI offense, the person may be arrested. However, if the chemical test results in prima facie evidence that the person is intoxicated, the person shall be arrested for an OWI offense (I.C. § 9-30-6-3).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

505.7.1 MEMBERS DRIVING UNDER THE INFLUENCE
Any member of the Boone County Sheriff's Office found to be operating any motor vehicle under the influence of alcohol shall be held to the same standard as any other citizen of the State of Indiana and shall be treated accordingly.

505.7.2 TIME TO ADMINSTER TEST
All chemical tests shall be administered to a person within three hours after a deputy has made the determination that the person is OWI or that the person has been involved in an accident resulting in serious bodily injury, or actual or imminent death (I.C. § 9-30-6-2; I.C. § 9-30-6-6; I.C. § 9-30-6-7).

505.7.3 MEDICAL TEST RESULTS
For the criminal investigation, deputies should obtain chemical test results conducted by medical personnel acting under the direction or protocol of a physician. The test results shall be provided to a deputy even if the person has not consented or authorized his/her release (I.C. § 9-30-6-6).

505.8 RECORDS SECTION RESPONSIBILITIES
The Matron will ensure that all case-related records are transmitted according to current records procedures and as required by the prosecuting attorney's office.

505.9 ADMINISTRATIVE HEARINGS
Any deputy who receives notice of required attendance at an administrative license suspension hearing should promptly notify the prosecuting attorney.

A deputy called to testify at an administrative hearing should document the hearing date and the BMV file number in a supplemental report. Specific details of the hearing generally should not be included in the report unless errors, additional evidence or witnesses are identified.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Disabled Vehicles

506.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for office members who provide assistance to motorists in disabled vehicles within the primary jurisdiction of the Boone County Sheriff's Office.

506.2 POLICY

It is the policy of the Boone County Sheriff's Office to assist motorists with disabled vehicles until those vehicles are safely removed from the roadway. Members should take appropriate action to mitigate potential problems when a vehicle constitutes a traffic hazard or the safety of the motorist is a concern.

506.3 RESPONSIBILITIES

When an on-duty member of this office sees a disabled vehicle on the roadway, the member should make a reasonable effort to provide assistance. If this is not reasonably possible, the communication officer should be advised of the location of the disabled vehicle and the need for assistance. The communication officer should then assign another office member to respond as soon as practicable.

506.4 ASSISTANCE

In most cases, a disabled motorist will require assistance. After arrangements for assistance are made, continued involvement by office members will be contingent on the time of day, the location, the availability of office resources and the vulnerability of the disabled motorist.

506.4.1 MECHANICAL REPAIRS

Office members shall not make mechanical repairs to a disabled vehicle. The use of push bumpers, with consent of the owner, to relocate vehicles to a position of safety is not considered a mechanical repair. Members shall not use a department vehicle to jump start another vehicle.

See Push Bumper Procedure

506.4.2 RELOCATION OF DISABLED VEHICLES

The relocation of disabled vehicles by members of this office by pushing or pulling a vehicle should only occur when the conditions reasonably indicate that immediate movement is necessary to reduce a hazard presented by the disabled vehicle.

506.4.3 RELOCATION OF DISABLED MOTORIST

The relocation of a disabled motorist should only occur with the person’s consent and should be suggested when conditions reasonably indicate that immediate movement is necessary to mitigate a potential hazard. The office member may stay with the disabled motorist or transport him/her to a safe area to await pickup.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chapter 6 - Investigation Operations

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Investigation and Prosecution

600.1 PURPOSE AND SCOPE

The purpose of this policy is to set guidelines and requirements pertaining to the handling and dispositions of criminal investigations.

600.2 POLICY

It is the policy of the Boone County Sheriff's Office to investigate crimes thoroughly and with due diligence, and to evaluate and prepare criminal cases for appropriate clearance or submission to a prosecutor.

600.3 INITIAL INVESTIGATION

600.3.1 DEPUTY RESPONSIBILITIES

A deputy responsible for an initial investigation shall complete no less than the following:

(a) Make a preliminary determination of whether a crime has been committed by completing, at a minimum:

1. An initial statement from any witnesses or complainants.
2. A cursory examination for evidence.

(b) If information indicates a crime has occurred, the deputy shall:

1. Preserve the scene and any evidence as required to complete the initial and follow-up investigation.
2. Determine whether additional investigative resources (e.g., investigators or scene processing) are necessary and request assistance as required.
3. If assistance is warranted, or if the incident is not routine, notify a supervisor or the Shift Supervisor.
4. Make reasonable attempts to locate, identify and interview all available victims, complainants, witnesses and suspects.
5. Collect any evidence.
6. Take any appropriate law enforcement action.
7. Complete and submit the appropriate reports and documentation.

(c) If the preliminary determination is that no crime occurred, determine what other action may be necessary and what other resources may be available, and advise the informant or complainant of this information.

Boone County Sheriff's Office Procedure Manual: COLLECTION, PRESERVATION, AND PROCESSING OF EVIDENCE

Boone County Sheriff's Office Procedure Manual: COLLECTION AND PRESERVATION OF DIGITAL PHOTOS

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Boone County Sheriff's Office Procedure Manual: LATENT FINGERPRINT DEVELOPMENT AND COLLECTION

600.3.2 CIVILIAN MEMBER RESPONSIBILITIES

A civilian member assigned to any preliminary investigation is responsible for all investigative steps, except making any attempt to locate, contact or interview a suspect face-to-face or take any enforcement action. Should an initial investigation indicate that those steps are required, the assistance of a deputy shall be requested.

600.4 FOLLOW-UP INVESTIGATIONS RESPONSIBILITIES

Follow-up investigations may be conducted by either uniformed deputies or detectives, depending on the criteria established by this office. Investigative steps include, but are not limited to:

(a) Reviewing and analyzing all previous reports, agency records, laboratory examination results and external sources of information.

(b) Conducting additional interviews.

(c) Seeking additional information (e.g. from law enforcement officers or informants).

(d) Conducting searches for additional evidence.

(e) Identifying and apprehending suspects.

(f) Determining the suspect’s involvement in other crimes.

(g) Checking the suspect’s criminal history.

(h) Preparing cases for court presentation.

Boone County Sheriff's Office Procedure Manual: CASE MANAGEMENT PROCEDURE

600.4.1 INVESTIGATION CASE FILES

The Investigation Commander should develop procedures for the maintenance of case files to include, but not limited to:

- Types of records to be maintained
- Accessibility to the files
- Security of the files
- Purging of files

600.4.2 CASE MANAGEMENT

The Investigation Commander or the authorized designee shall assign active cases to members. The Investigation Commander is responsible for the proper management of all cases.

(a) The following dispositions should be applied to each case, as applicable:

1. Active
2. Arrest - Adult
3. Arrest - Juvenile

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

4. Cleared Exceptional Means
5. Closed Administratively
6. Inactive
7. For Information Only
8. Pending
9. Transferred
10. Unfounded

(b) Reports maintained in the case file may minimally include investigation reports, supplemental reports, evidence submission requests, analysis reports, and photograph requests relating to the case.

(c) Access to the active criminal investigation files shall be available to all investigative members, unless the confidential nature of the investigation as determined by the Investigation Commander warrants limiting access.

(d) Internal disposition of criminal case files shall be handled as follows:

1. Electronic records shall be maintained in the records management system (RMS).
    (a) Any external documents should be scanned into the RMS.
2. All original supporting reports, notes, documents, or records obtained during the investigation shall be forwarded to the Records Section for archiving.
3. Procedures for the destruction of office criminal investigation files shall be in accordance with the Indiana Administrative Code and the Indiana Archives and Records Administration schedule for Public Safety Agencies (law enforcement) and Indiana laws.

600.5 CUSTODIAL INTERROGATION REQUIREMENTS

Suspects who are in custody and subjected to an interrogation shall be given the *Miranda* warning, unless an exception applies. Interview or interrogation of a juvenile shall be in accordance with the Temporary Custody of Juveniles Policy.

600.5.1 AUDIO/VIDEO RECORDINGS

Any custodial interrogation of an individual who is suspected of having committed any felony offense shall be recorded (audio or video with audio as available) in its entirety, unless it is an exception pursuant to Indiana Rules of Court Evidence, Rule 617. Regardless of where the interrogation occurs, every reasonable effort should be made to secure functional recording equipment to accomplish such recordings.

Consideration should also be given to recording a custodial interrogation, or any investigative interview, for any other offense when it is reasonable to believe it would be appropriate and beneficial to the investigation and is otherwise allowed by law.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

No recording of a custodial interrogation should be destroyed or altered without written authorization from the prosecuting attorney and the Investigation Division supervisor. Copies of recorded interrogations or interviews may be made in the same or a different format as the original recording, provided the copies are true, accurate and complete, and are made only for authorized and legitimate law enforcement purposes.

Recordings should not take the place of a thorough report and investigative interviews. Written statements from suspects should continue to be obtained when applicable.

600.6 DISCONTINUATION OF INVESTIGATIONS

The investigation of a criminal case or efforts to seek prosecution should only be discontinued if one of the following applies:

(a) All reasonable investigative efforts have been exhausted, there is no reasonable belief that the person who committed the crime can be identified, and the incident has been documented appropriately.

(b) The perpetrator of a misdemeanor has been identified and a warning is the most appropriate disposition.

1. In these cases, the investigator shall document that the person was warned and why prosecution was not sought.

2. Warnings shall not be given for felony offenses or other offenses identified in this policy or by law that require an arrest or submission of a case to a prosecutor.

(c) The case has been submitted to the appropriate prosecutor but no charges have been filed. Further investigation is not reasonable nor has the prosecutor requested further investigation.

(d) The case has been submitted to the appropriate prosecutor; charges have been filed; further investigation is not reasonable, warranted, or requested; and there is no need to take the suspect into custody.

(e) Suspects have been arrested, there are no other suspects, and further investigation is either not warranted or requested.

(f) Investigation has proved that a crime was not committed (see the Sexual Assault Investigations Policy for special considerations in these cases).

The Domestic or Family Violence, Child Abuse, Sexual Assault Investigations, and Adult Abuse policies may also require an arrest or submittal of a case to a prosecutor.

600.7 COMPUTERS AND DIGITAL EVIDENCE

The collection, preservation, transportation and storage of computers, cell phones and other digital devices may require specialized handling to preserve the value of the related evidence. If it is anticipated that computers or similar equipment will be seized, deputies should request that computer forensic examiners assist with seizing computers and related evidence. If a forensic examiner is unavailable, deputies should take reasonable steps to prepare for such seizure and use the resources that are available.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

600.8 INVESTIGATIVE USE OF SOCIAL MEDIA AND INTERNET SOURCES

Use of social media and any other Internet source to access information for the purpose of criminal investigation shall comply with applicable laws and policies regarding privacy, civil rights and civil liberties. Information gathered via the Internet should only be accessed by members while on-duty and for purposes related to the mission of this office. If a member encounters information relevant to a criminal investigation while off-duty or while using his/her own equipment, the member should note the dates, times and locations of the information and report the discovery to his/her supervisor as soon as practicable. The member, or others who have been assigned to do so, should attempt to replicate the finding when on-duty and using office equipment.

Information obtained via the Internet should not be archived or stored in any manner other than office-established record keeping systems (see the Records Maintenance and Release and Criminal Organizations policies).

600.8.1 ACCESS RESTRICTIONS

Information that can be accessed from any office computer, without the need of an account, password, email address, alias or other identifier (unrestricted websites), may be accessed and used for legitimate investigative purposes without supervisory approval.

Accessing information from any Internet source that requires the use or creation of an account, password, email address, alias or other identifier, or the use of nongovernment IP addresses, requires supervisor approval prior to access. The supervisor will review the justification for accessing the information and consult with legal counsel as necessary to identify any policy or legal restrictions. Any such access and the supervisor approval shall be documented in the related investigative report.

Accessing information that requires the use of a third party’s account or online identifier requires supervisor approval and the consent of the third party. The consent must be voluntary and shall be documented in the related investigative report.

Information gathered from any Internet source should be evaluated for its validity, authenticity, accuracy and reliability. Corroborative evidence should be sought and documented in the related investigative report.

Any information collected in furtherance of an investigation through an Internet source should be documented in the related report. Documentation should include the source of information and the dates and times that the information was gathered.

600.8.2 INTERCEPTING ELECTRONIC COMMUNICATION

Intercepting social media communications in real time may be subject to federal and state wiretap laws. Deputies should seek legal counsel before any such interception.

600.9 MODIFICATION OF CHARGES FILED

Members are not authorized to recommend to the prosecutor or to any other official of the court that charges on a pending case be amended or dismissed without the authorization of a Commander

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

or the Sheriff. Any authorized request to modify the charges or to recommend dismissal of charges shall be made to the prosecutor.

Boone County Sheriff's Office Procedure Manual: REQUESTING NULLIFY AND/OR DISMISSAL PROCEDURE

600.10 MANDATORY NOTIFICATION

Members of the Boone County Sheriff's Office shall notify the Indiana Attorney General within 30 days after beginning an investigation into a violation of I.C. § 35-42-3.5-1 through I.C. § 35-42-3.5-1.4 (e.g., human trafficking, sexual trafficking/conduct, forced labor, forced marriage, prostitution) as required by I.C. § 35-42-3.5-5.

600.11 CASE SCREENING

The Office shall use the resources available to measure the assigned caseload, clearance rate, and disposition of cases assigned to members for follow-up investigation.

(a) The Investigation Commander or the authorized designee should screen all criminal reports for follow-up assignment or closure based upon solvability factors.

(b) In reaching a decision on whether or not to assign a case for follow up investigation, the Investigation Commander should consider the following solvability factors:

1. Were there witnesses to the crime?
2. Can a suspect be named?
3. Can a suspect be located?
4. Can a suspect be described?
5. Can a suspect be identified?
6. Was the suspect previously seen?
7. Can the suspect's vehicle be identified?
8. Is the stolen property traceable?
9. Is a significant modus operandi present?
10. Is significant physical evidence present?
11. Was there opportunity for anyone but the suspect to commit the crime?
12. Is there some other significant reason to believe that the crime may be solved with a reasonable investigative effort?

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Sexual Assault Investigations

601.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the investigation of sexual assaults. These guidelines will address some of the unique aspects of such cases and the effects that these crimes have on the victims.

Mandatory notification requirements are addressed in the Child Abuse and Adult Abuse policies.

601.1.1 DEFINITIONS

Definitions related to this policy include:

Sexual assault - Any crime or attempted crime of a sexual nature, to include, but not limited to, offenses defined in I.C. § 35-42-4-1 et seq.

Sexual Assault Response Team (SART) - A multidisciplinary team generally comprised of advocates; law enforcement officers; forensic medical examiners, including sexual assault forensic examiners (SAFEs) or sexual assault nurse examiners (SANEs) if possible; forensic laboratory personnel; and prosecutors. The team is designed to coordinate a broad response to sexual assault victims.

601.2 POLICY

It is the policy of the Boone County Sheriff's Office that its members, when responding to reports of sexual assaults, will strive to minimize the trauma experienced by the victims, and will aggressively investigate sexual assaults, pursue expeditious apprehension and conviction of perpetrators, and protect the safety of the victims and the community.

601.3 QUALIFIED INVESTIGATORS

Qualified investigators should be available for assignment of sexual assault investigations. These investigators should:

(a) Have specialized training in, and be familiar with, interview techniques and the medical and legal issues that are specific to sexual assault investigations.

(b) Conduct follow-up interviews and investigation.

(c) Present appropriate cases of alleged sexual assault to the prosecutor for review.

(d) Coordinate with other enforcement agencies, social service agencies and medical personnel as needed.

(e) Provide referrals to therapy services, victim advocates and support for the victim.

(f) Participate in or coordinate with the SART or other multidisciplinary investigative teams as applicable.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

601.4 REPORTING

In all reported or suspected cases of sexual assault, a report should be written and assigned for follow-up investigation. This includes incidents in which the allegations appear unfounded or unsubstantiated.

601.5 VICTIM INTERVIEWS

The primary considerations in sexual assault investigations, which begin with the initial call the victim makes to the Communication Center, should be the health and safety of the victim, the preservation of evidence and preliminary interviews to determine if a crime has been committed and to attempt to identify the suspect.

Whenever possible, a member of the SART should be included in the initial victim interviews.

An in-depth follow-up interview should not be conducted until after the medical and forensic examinations are completed and the personal needs of the victim have been met (e.g., change of clothes, bathing). The follow-up interview may be delayed to the following day based upon the circumstances. Whenever practicable, the follow-up interview should be conducted by a qualified investigator.

No opinion of whether the case is unfounded should be included in a report.

A deputy shall not require a victim to submit to a polygraph or other truth telling device examination (34 USC § 10451; I.C. § 35-37-4.5-2). A deputy shall not refuse to investigate, charge or prosecute a sexual assault offense solely because the victim has not submitted to a polygraph or other truth telling device examination (I.C. § 35-37-4.5-3).

Victims shall be notified that biological samples will be removed from secured storage and may be destroyed if the victim does not report the sexual assault offense to a law enforcement agency within one year after the sample is placed in secured storage (I.C. § 16-21-8-10).

Victims shall not be compelled to provide testimony during any judicial, legislative or administrative proceeding that would identify the name, address, location or telephone number of any facility that provided emergency shelter to the victim (I.C. § 35-37-6-9).

Victims should be apprised of applicable victim’s rights provisions, as outlined in the Victim and Witness Assistance Policy.

601.6 COLLECTION AND TESTING OF BIOLOGICAL EVIDENCE

Whenever possible, a SART member should be involved in the collection of forensic evidence from the victim.

When the facts of the case indicate that collection of biological evidence is warranted, it should be collected regardless of how much time has elapsed since the reported assault.

If a drug-facilitated sexual assault is suspected, urine and blood samples should be collected from the victim as soon as practicable.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Biological evidence from all sexual assault cases, including cases where the suspect is known by the victim, should be submitted for testing.

Victims who choose not to assist with an investigation, do not desire that the matter be investigated or wish to remain anonymous may still consent to the collection of evidence under their control. In these circumstances, the evidence should be collected and stored appropriately according to I.C. § 16-21-8-10.

Boone County Sheriff's Office Procedure Manual: DNA EVIDENCE COLLECTION

601.6.1 COLLECTION AND TESTING REQUIREMENTS

Within 48 hours of receiving notification that a sample has been collected, deputies shall receive the sample and secure the sample in accordance with the Crime Scene Investigation Division Policy (I.C. § 16-21-8-10).

601.6.2 DNA TEST RESULTS

Members investigating sexual assault cases should notify victims of any DNA test results as soon as reasonably practicable.

A SART member should be consulted regarding the best way to deliver biological testing results to a victim so as to minimize victim trauma, especially in cases where there has been a significant delay in getting biological testing results (e.g., delays in testing the evidence or delayed DNA databank hits). Members should make reasonable efforts to assist the victim by providing available information on local assistance programs and organizations as provided in the Victim and Witness Assistance Policy.

Members investigating sexual assault cases should ensure that DNA results are entered into databases when appropriate and as soon as practicable.

601.7 DISPOSITION OF CASES

If the assigned investigator has reason to believe the case is without merit, the case may be classified as unfounded only upon review and approval of the Investigation Division supervisor.

Classification of a sexual assault case as unfounded requires the Investigation Division supervisor to determine that the facts have significant irregularities with reported information and that the incident could not have happened as it was reported. When a victim has recanted his/her original statement, there must be corroborating evidence that the allegations were false or baseless (i.e., no crime occurred) before the case should be determined as unfounded.

601.8 CASE REVIEW

The Investigation Division supervisor should ensure cases are reviewed on a periodic basis, at least annually, using an identified group that is independent of the investigation process. The reviews should include an analysis of:

- Case dispositions.
- Decisions to collect biological evidence.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Submissions of biological evidence for lab testing.

The SART and/or victim advocates should be considered for involvement in this audit. Summary reports on these reviews should be forwarded through the chain of command to the Sheriff.

601.9 RELEASING INFORMATION TO THE PUBLIC

In cases where the perpetrator is not known to the victim, and especially if there are multiple crimes where more than one appear to be related, consideration should be given to releasing information to the public whenever there is a reasonable likelihood that doing so may result in developing helpful investigative leads. The Investigation Division supervisor should weigh the risk of alerting the suspect to the investigation with the need to protect the victim and the public, and to prevent more crimes.

601.10 TRAINING

Subject to available resources, periodic training will be provided to:

1. Members who are first responders. Training should include:
    1. Initial response to sexual assaults.
    2. Legal issues.
    3. Victim advocacy.
    4. Victim's response to trauma.
2. Qualified investigators, who should receive advanced training on additional topics. Advanced training should include:
    1. Interviewing sexual assault victims.
    2. SART.
    3. Medical and legal aspects of sexual assault investigations.
    4. Serial crimes Investigations.
    5. Use of community and other federal and state investigative resources, such as Violent Criminal Apprehension Program (ViCAP).
    6. Techniques for communicating with victims to minimize trauma.

601.10.1 QUALIFIED INVESTIGATOR TRAINING

Members assigned to investigate sexual assaults should complete sexual assault training offered by the Law Enforcement Training Board within one year of assignment (I.C. § 5-2-1-9).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Asset Forfeiture

602.1 PURPOSE AND SCOPE

This policy describes the authority and procedure for the seizure, forfeiture and liquidation of property associated with designated offenses.

602.1.1 DEFINITIONS

Definitions related to this policy include:

Fiscal agent - The person designated by the Sheriff to be responsible for securing and maintaining seized assets and distributing any proceeds realized from any forfeiture proceedings. This includes any time the Boone County Sheriff's Office seizes property for forfeiture or when the Boone County Sheriff's Office is acting as the fiscal agent pursuant to a multi-agency agreement.

Forfeiture - The process by which legal ownership of an asset is transferred to a government or other authority.

Forfeiture reviewer - The office member assigned by the Sheriff who is responsible for reviewing all forfeiture cases and acting as the liaison between the Office and the forfeiture counsel.

Property subject to forfeiture - Property that may be subject to forfeiture includes (I.C. § 34-24-1-1):

(a) A vehicle used or intended for use to transport or facilitate the transportation of:

1. A controlled substance used to commit specific offenses.
2. Stolen or converted property if the retail or repurchase value of that property is $100 or more.
3. Hazardous waste to an unpermitted treatment, storage, or disposal facility.
4. A bomb or weapon of mass destruction used to commit or attempt an act of terrorism.

(b) Money, weapons, cell phones, or other property used to commit, attempt to commit, or conspire to commit an act of terrorism or a weapons offense committed to further an act of terrorism.

(c) Money, weapons, cell phones, or other property used as consideration to commit certain offenses relating to controlled substances.

(d) Real or personal property purchased with money that is traceable as a proceed of a violation of a criminal statute.

(e) A vehicle that is used to commit, attempt to commit, or conspire to commit or escape from: murder, dealing in a controlled substance resulting in death, kidnapping, criminal confinement, rape, child molesting, child exploitation, or terrorism.

(f) Real property owned by a person who has used it to commit specified controlled substance felonies involving controlled substance offenses.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(g) Equipment and recordings used by a person to commit fraud in violation of I.C. § 35-43-5-0.1 et seq.

(h) "Bootlegged" recordings sold, rented, transported, or possessed by a person.

(i) Property or an enterprise that is the object of a corrupt business influence violation.

(j) Unlawful telecommunications devices and plans, instructions, or publications used to commit an unauthorized use of telecommunications services.

(k) Equipment, including computer equipment and cellular telephones, used for or intended for use in preparing, photographing, recording, videotaping, digitizing, printing, copying, or disseminating matter to commit specific sex crimes.

(l) Destructive devices used, possessed, transported, or sold in violation of I.C. § 35-47.5-5-2.

(m) Tobacco products that are sold or attempted to be sold in violation of Indiana law, and other personal property owned and used to facilitate such violation.

(n) Property used by a person to commit counterfeiting or forgery.

(o) Property used or intended to be used to commit, facilitate, or promote the commission of a prescription drug offense or facilitate such an offense, and where there has been a conviction pursuant to I.C. § 25-26-14-26(b), I.C. § 35-43-10-3, or I.C. § 35-43-10-4.

(p) A vehicle operated by the owner or spouse of the owner while intoxicated or with suspended driving privileges after being convicted of two or more driving-while-intoxicated offenses within the previous five years.

(q) Real or personal property used or intended to be used to commit or derived from fraud related to the provision of funeral or cemetery services.

(r) Real or personal property, including a vehicle, used or intended to be used to commit, facilitate, or escape from a violation of human trafficking or promoting prostitution.

Seizure - The act of law enforcement officials taking property, cash, or assets that have been used in connection with or acquired by specified illegal activities.

602.2 POLICY

The Boone County Sheriff's Office recognizes that appropriately applied forfeiture laws are helpful to enforce the law, deter crime and reduce the economic incentive of crime. However, the potential of revenue shall not be allowed to jeopardize the effective investigation and prosecution of criminal offenses, officer safety, the integrity of ongoing investigations or any person’s due process rights.

It is the policy of the Boone County Sheriff's Office that all members, including those assigned to internal or external law enforcement task force operations, shall comply with all state and federal laws pertaining to forfeitures.

602.3 ASSET SEIZURE

The following property may be seized for forfeiture as provided in this policy:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

602.3.1 PROPERTY SUBJECT TO SEIZURE

The following property may be seized upon review and approval of a supervisor and in conjunction with the forfeiture reviewer (I.C. § 34-24-1-2):

(a) Property subject to seizure as identified in a court order

(b) Property that is not identified in a court order when a deputy has probable cause to believe there is a nexus between the property and the underlying offense, and the seizure is incident to a lawful arrest, search, or administrative inspection

Whenever practicable, obtaining a search warrant or court order for seizure prior to making a seizure is the preferred method.

A large amount of money standing alone is insufficient to establish the probable cause required to make a seizure.

602.3.2 PROPERTY NOT SUBJECT TO SEIZURE

The following property should not be seized for forfeiture:

(a) Cash and property that does not meet the forfeiture counsel's current minimum forfeiture thresholds.

(b) Property, when there is reason to suspect that the owner did not knowingly permit the property to be used in a way that subjects it to seizure (i.e., "innocent owner") (I.C. § 34-24-1-1).

602.4 PROCESSING SEIZED PROPERTY FOR FORFEITURE PROCEEDINGS

When property or cash subject to this policy is seized, the deputy making the seizure should ensure compliance with the following:

(a) Complete the applicable seizure forms and present the appropriate copy to the person from whom the property is seized. If cash or property is seized from more than one person, a separate copy must be provided to each person, specifying the items seized. When property is seized and no one claims an interest in the property, the deputy must leave the copy in the place where the property was found, if it is reasonable to do so.

(b) Complete and submit a report and original seizure forms before the end of his/her shift, if practicable.

(c) Forward the original seizure forms and related reports to the forfeiture reviewer within 24 hours of the seizure, if practicable.

The deputy will book seized property as evidence with the notation in the comment section of the property form, "Seized Subject to Forfeiture." Property seized subject to forfeiture should be booked on a separate property form. No other evidence from the case should be booked on this form.

Photographs should be taken of items seized, particularly cash, jewelry and other valuable items.

Deputies who suspect property may be subject to seizure but are not able to seize the property (e.g., the property is located elsewhere; the whereabouts of the property is unknown; it is real

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

estate, bank accounts, non-tangible assets) should document and forward the information in the appropriate report to the forfeiture reviewer.

602.5 MAINTAINING SEIZED PROPERTY

The Crime Scene Investigation Division supervisor is responsible for ensuring compliance with the following:

(a) All property received for forfeiture is reasonably secured and properly stored to prevent waste and preserve its condition.

(b) All property received for forfeiture is checked to determine whether the property has been stolen.

(c) All property received for forfeiture is retained in the same manner as evidence until forfeiture is finalized or the property is returned to the claimant or the person with an ownership interest.

(d) Property received for forfeiture is not used unless the forfeiture action has been completed.

(e) Forfeitable property is retained until such time as its use as evidence is no longer required.

602.6 FORFEITURE REVIEWER

The Sheriff will appoint a forfeiture reviewer. Prior to assuming duties, or as soon as practicable thereafter, the forfeiture reviewer should attend a course approved by the Office on asset forfeiture.

The responsibilities of the forfeiture reviewer include:

(a) Remaining familiar with forfeiture laws, particularly I.C. § 34-24-1-1 et seq., and the forfeiture policies of forfeiture counsel.

(b) Serving as the liaison between the Office and the forfeiture counsel and ensuring prompt legal review of all seizures.

(c) Making reasonable efforts to obtain annual training that includes best practices in pursuing, seizing and tracking forfeitures.

(d) Reviewing each seizure-related case and deciding whether the seizure is more appropriately made under state or federal seizure laws. The forfeiture reviewer should contact federal authorities when appropriate.

(e) Ensuring that responsibilities, including the designation of a fiscal agent, are clearly established whenever multiple agencies are cooperating in a forfeiture case.

(f) Ensuring that seizure forms are available and appropriate for office use. These should include notice forms, a receipt form and a checklist that provides relevant guidance to deputies. The forms should be available in languages appropriate for the region and should contain spaces for:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. Names and contact information for all relevant persons and law enforcement officers involved.
2. Information as to how ownership or other property interests may have been determined (e.g., verbal claims of ownership, titles, public records).
3. A space for the signature of the person from whom cash or property is being seized.
4. A tear-off portion or copy, which should be given to the person from whom cash or property is being seized, that includes the legal authority for the seizure, information regarding the process to contest the seizure and a detailed description of the items seized.

(g) Ensuring that deputies who may be involved in asset forfeiture receive training in the proper use of the seizure forms and the forfeiture process. The training should be developed in consultation with the appropriate legal counsel and may be accomplished through traditional classroom education, electronic media, Daily Training Bulletins (DTBs) or Executive Orders. The training should cover this policy and address any relevant statutory changes and court decisions.

(h) Reviewing each asset forfeiture case to ensure that:

1. Written documentation of the seizure and the items seized is in the case file.
2. Independent legal review of the circumstances and propriety of the seizure is made in a timely manner.
3. Notice of seizure has been given in a timely manner to those who hold an interest in the seized property.
4. Property is promptly released to those entitled to its return.
5. All changes to forfeiture status are forwarded to any supervisor who initiates a forfeiture case.
6. Any cash received is deposited with the fiscal agent.
7. Assistance with the resolution of ownership claims and the release of property to those entitled is provided.
8. Current minimum forfeiture thresholds are communicated appropriately to deputies.
9. This policy and any related policies are periodically reviewed and updated to reflect current federal and state statutes and case law.

(i) Ensuring that a written plan is available that enables the Sheriff to address any extended absence of the forfeiture reviewer, thereby ensuring that contact information

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

for other law enforcement personnel and attorneys who may assist in these matters is available.

(j) Ensuring that the process of selling or adding forfeited property to Office inventory is in accordance with all applicable laws and consistent with the use and disposition of similar property.

(k) Upon completion of any forfeiture process, ensuring that no property is retained by the Boone County Sheriff's Office unless the Sheriff authorizes in writing the retention of the property for official use.

Forfeiture proceeds should be maintained in a separate fund or account subject to appropriate accounting control, with regular reviews or audits of all deposits and expenditures.

Forfeiture reporting and expenditures should be completed in the manner prescribed by the law and County financial directives.

602.7 DISPOSITION OF FORFEITED PROPERTY

Court orders may permit the Boone County Sheriff's Office to use the forfeited property for up to three years and then be put up for public sale. No property shall be used in any way or kept longer than allowed by any associated court order (I.C. § 34-24-1-4).

Federal forfeiture funds received by the Boone County Sheriff's Office are required to be deposited in a non-reverting fund and expended only with proper approval (I.C. § 34-24-1-9).

No member of this office may use property that has been seized for forfeiture until the forfeiture action has been completed and the Sheriff has given written authorization to retain the property for official use. No office member involved in the decision to seize property should be involved in any decision regarding the disposition of the property.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Informants

603.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the use of informants and buy/expense funds.

603.1.1 DEFINITIONS

Definitions related to this policy include:

Buy/expense funds - Monies that are allocated to purchase services, and evidence, and gather information, which may include the purchase of contraband, and/or services in a prostitution investigation, or payment to an informant for information.

Informant - A person who covertly interacts with other individuals or suspects at the direction or request of, or by agreement with, the Boone County Sheriff's Office for law enforcement purposes. This also includes a person agreeing to supply information to the Boone County Sheriff's Office for a benefit (e.g., a quid pro quo in the form of a reduced criminal penalty, money).

603.2 POLICY

The Boone County Sheriff's Office recognizes the value of informants to law enforcement efforts and will strive to protect the integrity of the informant process. It is the policy of this office that all funds related to informant payments and expenditures relating to informants will be routinely reviewed and that payments to informants and expenditures relating to informants will be made according to the criteria outlined in this policy.

603.3 USE OF INFORMANTS

603.3.1 INITIAL APPROVAL

Before using an individual as an informant, a deputy must receive approval from his/her supervisor. The deputy shall compile sufficient information through a background investigation and experience with the informant in order to determine the suitability of the individual, including age, maturity and risk of physical harm, as well as any indicators of his/her reliability and credibility.

Members of this office should not guarantee absolute safety or confidentiality to an informant.

603.3.2 JUVENILE INFORMANTS

The use of informants under the age of 13 is prohibited.

In all cases, a juvenile 13 years of age or older may only be used as an informant with the written consent of each of the following:

(a) The juvenile’s parents or legal guardians

(b) The juvenile’s attorney, if any

(c) The court in which the juvenile’s case is being handled, if applicable

(d) The Sheriff or the authorized designee

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Decoy operations involving the purchase or receipt of tobacco, e-liquids, or electronic cigarettes by persons under 21 years of age require written parental permission (I.C. § 7.1-6-2-4).

603.3.3 INFORMANT AGREEMENTS
All informants are required to sign and abide by the provisions of the designated office informant agreement. The deputy using the informant shall discuss each of the provisions of the agreement with the informant.

Details of the agreement are to be approved in writing by a supervisor before being finalized with the informant.

603.4 INFORMANT INTEGRITY

To maintain the integrity of the informant process, the following must be adhered to:

(a) The identity of an informant acting in a confidential capacity shall not be withheld from the Sheriff, Commander, Investigation Division supervisor or their authorized designees.

1. Identities of informants acting in a confidential capacity shall otherwise be kept confidential.

(b) Criminal activity by informants shall not be condoned.

(c) Informants shall be told they are not acting as sheriff's deputies, employees or agents of the Boone County Sheriff's Office, and that they shall not represent themselves as such.

(d) The relationship between office members and informants shall always be ethical and professional.

1. Members shall not become intimately involved with an informant.
2. Social contact shall be avoided unless it is necessary to conduct an official investigation, and only with prior approval of the Investigation Division supervisor.
3. Members shall neither solicit nor accept gratuities or engage in any private business transaction with an informant.

(e) Deputies shall not meet with informants in a private place unless accompanied by at least one additional deputy or with prior approval of the Investigation Division supervisor.

1. Deputies may meet informants alone in an occupied public place, such as a restaurant.

(f) When contacting informants for the purpose of making payments, deputies shall arrange for the presence of another deputy.

(g) In all instances when office funds are paid to informants, a voucher shall be completed in advance, itemizing the expenses.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(h) Since the decision rests with the appropriate prosecutor, deputies shall not promise that the informant will receive any form of leniency or immunity from criminal prosecution.

603.4.1 UNSUITABLE INFORMANTS

The suitability of any informant should be considered before engaging him/her in any way in a covert or other investigative process. Members who become aware that an informant may be unsuitable will notify the supervisor, who will initiate a review to determine suitability. Until a determination has been made by a supervisor, the informant should not be used by any member. The supervisor shall determine whether the informant should be used by the Office and, if so, what conditions will be placed on his/her participation or any information the informant provides. The supervisor shall document the decision and conditions in file notes and mark the file “unsuitable” when appropriate.

Considerations for determining whether an informant is unsuitable include, but are not limited to, the following:

(a) The informant has provided untruthful or unreliable information in the past.

(b) The informant behaves in a way that may endanger the safety of a deputy.

(c) The informant reveals to suspects the identity of a deputy or the existence of an investigation.

(d) The informant appears to be using his/her affiliation with this office to further criminal objectives.

(e) The informant creates officer-safety issues by providing information to multiple law enforcement agencies simultaneously, without prior notification and approval of each agency.

(f) The informant engages in any other behavior that could jeopardize the safety of deputies or the integrity of a criminal investigation.

(g) The informant commits criminal acts subsequent to entering into an informant agreement.

603.5 INFORMANT FILES

Informant files shall be utilized as a source of background information about the informant, to enable review and evaluation of information provided by the informant, and to minimize incidents that could be used to question the integrity of office members or the reliability of the informant.

Informant files shall be maintained in a secure area within the Investigation Division. The Investigation Division supervisor or the authorized designee shall be responsible for maintaining informant files. Access to the informant files shall be restricted to the Sheriff, Commander, Investigation Division supervisor or their authorized designees.

The Investigation Commander should arrange for an audit using a representative sample of randomly selected informant files on a periodic basis, but no less than one time per year. If the Investigation Division supervisor is replaced, the files will be audited before the new supervisor

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

takes over management of the files. The purpose of the audit is to ensure compliance with file content and updating provisions of this policy. The audit should be conducted by a supervisor who does not have normal access to the informant files.

603.5.1 FILE SYSTEM PROCEDURE

A separate file shall be maintained on each informant and shall be coded with an assigned informant control number. An informant history that includes the following information shall be prepared for each file:

(a) Name and aliases

(b) Date of birth

(c) Physical description: sex, race, height, weight, hair color, eye color, scars, tattoos or other distinguishing features

(d) Photograph

(e) Current home address and telephone numbers

(f) Current employers, positions, addresses and telephone numbers

(g) Vehicles owned and registration information

(h) Places frequented

(i) Briefs of information provided by the informant and his/her subsequent reliability

1. If an informant is determined to be unsuitable, the informant's file is to be marked "unsuitable" and notations included detailing the issues that caused this classification.

(j) Name of the deputy initiating use of the informant

(k) Signed informant agreement

(l) Update on active or inactive status of informant

603.6 INFORMANT PAYMENTS

No informant will be told in advance or given an exact amount or percentage for his/her service. The amount of funds to be paid to any informant will be evaluated against the following criteria:

- The extent of the informant's personal involvement in the case
- The significance, value or effect on crime
- The value of assets seized
- The quantity of the drugs or other contraband seized
- The informant’s previous criminal activity
- The level of risk taken by the informant

The Investigation Division supervisor will discuss the above factors with the Enforcement Commander and recommend the type and level of payment, subject to approval by the Sheriff.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

603.6.1 PAYMENT/EXPENDITURE PROCESS

Approved payment to an informant and expenditures in cash shall adhere to the following process:

(a) Buy/Expense funds:

1. The buy/expense funds shall account for cash received, maintained, and disbursed. A buy/expense funds ledger shall identify the initial balance, cash received, cash disbursed, cash balance on hand, and the date of transaction.
2. When buy/expense funds are returned, or not used in full, the same procedure for disbursing funds shall be used. Unused buy/expense funds shall be returned to the Investigation Division supervisor.The buy/expense funds shall not be stored or maintained by anyone unless the Investigation Division supervisor or the authorized designee grants prior approval. This does not include temporary possession prior to use.
3. The buy/expense funds shall be secured at all times. The buy/expense funds records shall contain receipts for cash received and records or receipts required for cash expenditures.
4. Payments of $500 or less may be paid in cash from the Investigation Division buy/expense fund and shall not be used without the approval of the Sheriff or the authorized designee.
    (a) The Sheriff or the authorized designee shall sign the voucher for cash payouts from the buy/expense fund.
5. Payments exceeding $500 shall be made by issuance of a check, payable to the deputy who will be delivering the payment.
    (a) The check shall list the case numbers related to and supporting the payment.
6. A written statement of the informant's involvement in the case shall be placed in the informant's file.
    (a) The statement shall be signed by the informant verifying the statement as a true summary of the informant's actions in the case.
7. Authorization signatures from the Sheriff and the Boone County Commissioners are required for disbursement of the funds.
8. To complete the payment process for any amount, the deputy delivering the payment shall complete a cash transfer form. The cash transfer form shall include the following:
    (a) Date
    (b) Payment amount
    (c) Office case number
    (d) A written statement that the informant is receiving funds in payment for information voluntarily rendered
    (e) The informant's signature

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. The cash transfer form will be kept in the informant's file.

The Investigation Division supervisor or the authorized designee shall be responsible for the accepting or disbursing of cash from the buy/expense funds.

603.6.2 REPORTING OF PAYMENTS

Each informant receiving a cash payment shall be advised of his/her responsibility to report the cash to the Internal Revenue Service (IRS) as income. If funds distributed exceed $600 in any reporting year, the informant should be provided IRS Form 1099 (26 CFR 1.6041-1). If such documentation or reporting may reveal the identity of the informant and by doing so jeopardize any investigation, the safety of deputies or the safety of the informant (26 CFR 1.6041-3), then IRS Form 1099 should not be issued.

In such cases, the informant shall be provided a letter identifying the amount he/she must report on a tax return as “other income” and shall be required to provide a signed acknowledgement of receipt of the letter. The completed acknowledgement form and a copy of the letter shall be retained in the informant’s file.

603.6.3 REVIEW OF BUY/EXPENSE FUNDS

The Investigation Division supervisor or the authorized designee shall be responsible for compliance with any audit requirements associated with grant provisions and applicable state and federal law.

At least once quarterly, the Sheriff or the authorized designee should conduct a review of all buy/expense funds for the purpose of accountability and security of the funds. The funds and related documents (e.g., cash transfer forms, invoices, receipts and logs) will assist with the review process.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Eyewitness Identification

604.1 PURPOSE AND SCOPE

This policy sets forth guidelines to be used when members of this office employ eyewitness identification techniques.

604.1.1 DEFINITIONS

Definitions related to this policy include:

Eyewitness identification process - Any field identification, live lineup or photographic identification.

Field identification - A live presentation of a single individual to a witness following the commission of a criminal offense for the purpose of identifying or eliminating the person as the suspect.

Live lineup - A live presentation of individuals to a witness for the purpose of identifying or eliminating an individual as the suspect.

Photographic lineup - Presentation of photographs to a witness for the purpose of identifying or eliminating an individual as the suspect.

604.2 POLICY

The Boone County Sheriff's Office will strive to use eyewitness identification techniques, when appropriate, to enhance the investigative process and will emphasize identifying persons responsible for crime and exonerating the innocent.

604.3 INTERPRETIVE SERVICES

Members should make a reasonable effort to arrange for an interpreter before proceeding with eyewitness identification if communication with a witness is impeded due to language or hearing barriers.

Before the interpreter is permitted to discuss any matter with the witness, the investigating member should explain the identification process to the interpreter. Once it is determined that the interpreter comprehends the process and can explain it to the witness, the eyewitness identification may proceed as provided for within this policy.

604.4 EYEWITNESS IDENTIFICATION PROCESS AND FORM

The Investigation Division supervisor shall be responsible for the development and maintenance of an eyewitness identification process for use by members when they are conducting eyewitness identifications.

The process should include appropriate forms or reports that provide:

(a) The date, time and location of the eyewitness identification procedure.

(b) The name and identifying information of the witness.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) The name of the person administering the identification procedure.

(d) If applicable, the names of all individuals present during the identification procedure.

(e) An instruction to the witness that it is as important to exclude innocent persons as it is to identify a perpetrator.

(f) An instruction to the witness that the perpetrator may or may not be among those presented and that the witness is not obligated to make an identification.

(g) If the identification process is a photographic or live lineup, an instruction to the witness that the perpetrator may not appear exactly as he/she did on the date of the incident.

(h) An instruction to the witness that the investigation will continue regardless of whether an identification is made by the witness.

(i) A signature line where the witness acknowledges that he/she understands the identification procedures and instructions.

(j) A statement from the witness in the witness's own words describing how certain he/she is of the identification or non-identification. This statement should be taken at the time of the identification procedure.

The process and related forms should be reviewed at least annually and modified when necessary.

604.5 EYEWITNESS IDENTIFICATION

Members are cautioned not to, in any way, influence a witness as to whether any subject or photo presented in a lineup is in any way connected to the case. Members should avoid mentioning that:

- The individual was apprehended near the crime scene.
- The evidence points to the individual as the suspect.
- Other witnesses have identified or failed to identify the individual as the suspect.

In order to avoid undue influence, witnesses should view suspects or a lineup individually and outside the presence of other witnesses. Witnesses should be instructed to avoid discussing details of the incident or of the identification process with other witnesses.

Whenever feasible, the eyewitness identification procedure should be audio and/or video recorded and the recording should be retained according to current evidence procedures.

604.6 PHOTOGRAPHIC LINEUP AND LIVE LINEUP CONSIDERATIONS

When practicable, the member presenting the lineup should not be involved in the investigation of the case or know the identity of the suspect. In no case should the member presenting a lineup to a witness know which photograph or person in the lineup is being viewed by the witness. Techniques to achieve this include randomly numbering photographs, shuffling folders or using a computer program to order the persons in the lineup.

Individuals in the lineup should reasonably match the description of the perpetrator provided by the witness and should bear similar characteristics to avoid causing any person to unreasonably

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

stand out. In cases involving multiple suspects, a separate lineup should be conducted for each suspect. The suspects should be placed in a different order within each lineup.

The member presenting the lineup should do so sequentially (i.e., show the witness one person at a time) and not simultaneously. The witness should view all persons in the lineup.

A live lineup should only be used before criminal proceedings have been initiated against the suspect. If there is any question as to whether any criminal proceedings have begun, the investigating member should contact the appropriate prosecuting attorney before proceeding.

604.7 FIELD IDENTIFICATION CONSIDERATIONS

Field identifications, also known as field elimination show-ups or one-on-one identifications, may be helpful in certain cases, where exigent circumstances make it impracticable to conduct a photo or live lineup identification. A field elimination show-up or one-on-one identification should not be used when independent probable cause exists to arrest a suspect. In such cases a live or photo lineup is the preferred course of action if eyewitness identification is contemplated. A field identification should rarely be used and a photo lineup should be attempted if available.

When initiating a field identification, the member should observe the following guidelines:

(a) Obtain a complete description of the suspect from the witness.

(b) Assess whether a witness should be included in a field identification process by considering:

1. The length of time the witness observed the suspect.
2. The distance between the witness and the suspect.
3. Whether the witness could view the suspect’s face.
4. The quality of the lighting when the suspect was observed by the witness.
5. Whether there were distracting noises or activity during the observation.
6. Any other circumstances affecting the witness’s opportunity to observe the suspect.
7. The length of time that has elapsed since the witness observed the suspect.

(c) If safe and practicable, the person who is the subject of the show-up should not be handcuffed or in a patrol vehicle.

(d) When feasible, members should bring the witness to the location of the subject of the show-up, rather than bring the subject of the show-up to the witness.

(e) The person who is the subject of the show-up should not be shown to the same witness more than once.

(f) In cases involving multiple suspects, witnesses should only be permitted to view the subjects of the show-up one at a time.

(g) The person who is the subject of the show-up should not be required to put on clothing worn by the suspect, to speak words uttered by the suspect or to perform other actions mimicking those of the suspect.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(h) If a witness positively identifies a subject of a show-up as the suspect, members should not conduct any further field identifications with other witnesses for that suspect. In such instances members should document the contact information for any additional witnesses for follow-up, if necessary.

604.8 DOCUMENTATION

A thorough description of the eyewitness process and the result of any eyewitness identification should be documented in the case report.

If a photographic lineup is utilized, a copy of the photographic lineup presented to the witness should be included in the case report. In addition, the order in which the photographs were presented to the witness should be documented in the case report.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Brady Information

605.1 PURPOSE AND SCOPE

This policy establishes guidelines for identifying and releasing potentially exculpatory or impeachment information (so-called "*Brady* information") to a prosecuting attorney.

605.1.1 DEFINITIONS

Definitions related to this policy include:

***Brady* information** - Information known or possessed by the Boone County Sheriff's Office that is both favorable and material to the current prosecution or defense of a criminal defendant.

605.2 POLICY

The Boone County Sheriff's Office will conduct fair and impartial criminal investigations and will provide the prosecution with both incriminating and exculpatory evidence, as well as information that may adversely affect the credibility of a witness. In addition to reporting all evidence of guilt, the Boone County Sheriff's Office will assist the prosecution by complying with its obligation to disclose information that is both favorable and material to the defense. The Office will identify and disclose to the prosecution potentially exculpatory information, as provided in this policy.

605.3 DISCLOSURE OF INVESTIGATIVE INFORMATION

Deputies must include in their investigative reports adequate investigative information and reference to all material evidence and facts that are reasonably believed to be either incriminating or exculpatory to any individual in the case. If a deputy learns of potentially incriminating or exculpatory information any time after submission of a case, the deputy or the handling investigator must prepare and submit a supplemental report documenting such information as soon as practicable. Supplemental reports shall be promptly processed and transmitted to the prosecutor's office.

If information is believed to be privileged or confidential (e.g., informant or attorney-client information, attorney work product), the deputy should discuss the matter with a supervisor and/or prosecutor to determine the appropriate manner in which to proceed.

Evidence or facts are considered material if there is a reasonable probability that they would affect the outcome of a criminal proceeding or trial. Determining whether evidence or facts are material often requires legal or even judicial review. If a deputy is unsure, the deputy should address the issue with a supervisor.

Supervisors who are uncertain about whether evidence or facts are material should address the issue in a written memo to an appropriate prosecutor. A copy of the memo should be retained in the office case file.

605.4 BRADY PROCESS

The Sheriff shall select a member of the Office to coordinate requests for *Brady* information. This person shall be directly responsible to the Administration Commander or the authorized designee.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The responsibilities of the coordinator include but are not limited to:

(a) Working with the appropriate prosecutors' offices and the County Attorney's office to establish systems and processes to determine what constitutes *Brady* information and the method for notification and disclosure.

(b) Maintaining a current list of members who have *Brady* information in their files or backgrounds.

1. Updating this list whenever potential *Brady* information concerning any office member becomes known to the Office or is placed into a personnel or internal affairs file.

605.5 DISCLOSURE OF REQUESTED INFORMATION

If *Brady* information is located, the following procedure shall apply*:*

(a) In the event that a motion has not already been filed by the criminal defendant or other party, the prosecuting attorney and office member whose file is related to the motion shall be notified of the potential presence of *Brady* information in the member's personnel file.

(b) The prosecuting attorney or County Attorney should be requested to file a motion in order to initiate an in-camera review by the court.

1. If no motion is filed, the Custodian of Records should work with the appropriate counsel to determine whether the records should be disclosed to the prosecutor.

(c) The Custodian of Records shall accompany all relevant personnel files during any in-camera inspection and address any issues or questions raised by the court in determining whether any information contained in the files is both material and favorable to the criminal defendant.

(d) If the court determines that there is relevant *Brady* information contained in the files, only that information ordered released will be copied and released to the parties filing the motion.

1. Prior to the release of any information pursuant to this process, a protective order should be requested from the court limiting the use of such information to the involved case and requiring the return of all copies upon completion of the case.

(e) If a court has determined that relevant *Brady* information is contained in a member's file in any case, the prosecutor should be notified of that fact in all future cases involving that member.

605.6 INVESTIGATING BRADY ISSUES

If the Office receives information from any source that a member may have issues of credibility or dishonesty or has been engaged in an act of moral turpitude or criminal conduct, the information shall be investigated and processed in accordance with the Personnel Complaints Policy.

605.7 SUBPOENA PROCESSING

The individual processing subpoenas (or the supervisor of the subpoenaed member) shall check the subpoenaed member's name against the current list of those who are known to have *Brady*

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

information in their files or background, and shall alert the coordinator if a person on the list is subpoenaed.

605.8 TRAINING

Office personnel should receive periodic training on the requirements of this policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Unmanned Aerial System

606.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

606.1.1 DEFINITIONS

Definitions related to this policy include:

Unmanned aerial system (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means (I.C. § 35-31.5-2-342.3; I.C. § 35-33-5-0.5(7); I.C. § 35-33-5-0.5(8)).

606.2 POLICY

A UAS may be utilized to enhance the office's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

606.3 PRIVACY

The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure) (I.C. § 35-33-5-9). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

606.4 PROGRAM COORDINATOR

The Sheriff will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current, and/or coordinating compliance with FAA Part 107 Remote Pilot Certificate, as appropriate for office operations.
- Ensuring that all authorized operators and required observers have completed all required FAA and office-approved training in the operation, applicable laws, policies, and procedures regarding use of the UAS.
- Developing uniform protocols for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Deployment of a UAS shall require written authorization of the Sheriff or the authorized designee, depending on the type of mission.

- Coordinating the completion of the FAA Emergency Operation Request Form in emergency situations, as applicable (e.g., natural disasters, search and rescue, emergency situations to safeguard human life).
- Developing protocols for conducting criminal investigations involving a UAS, including documentation of time spent monitoring a subject.
- Implementing a system for public notification of UAS deployment.
- Developing operational protocols governing the deployment and operation of a UAS including but not limited to safety oversight, use of visual observers, establishment of lost link procedures, and secure communication with air traffic control facilities.
- Developing a protocol for fully documenting all missions.
- Developing a UAS inspection, maintenance, and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.
- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored, and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates, and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.
- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.
- Facilitating law enforcement access to images and data captured by the UAS.
- Recommending program enhancements, particularly regarding safety and information security.
- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Sheriff.
- Maintaining familiarity with FAA regulatory standards, state laws and regulations, and local ordinances regarding the operations of a UAS.

606.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

UAS operations should only be conducted consistent with FAA regulations.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Absent a warrant or consent of the property owner, a UAS shall not be used to gather evidence, surveil, or record private property or a person on private property who has a reasonable expectation of privacy (I.C. § 35-33-5-9).

606.6 PROHIBITED USE

The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.
- To target a person based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.
- To harass, intimidate, or discriminate against any individual or group.
- To conduct personal business of any type.

The UAS shall not be weaponized.

606.7 RETENTION OF UAS DATA

Data collected by the UAS shall be retained as provided in the established records retention schedule.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Warrant Service

607.1 PURPOSE AND SCOPE

This policy establishes guidelines for the planning and serving of arrest and search warrants by members of this office. It is understood that this policy cannot address every variable or circumstance that can arise in the service of a search or arrest warrant, as these tasks can involve rapidly evolving and unique circumstances.

This policy is intended to be used in conjunction with the Operations Planning and Deconfliction Policy, which has additional guidance on planning and serving high-risk warrants.

This policy is not intended to address the service of search warrants on locations or property already secured or routine field warrant arrests by patrol deputies.

607.2 POLICY

It is the policy of the Boone County Sheriff's Office to balance the safety needs of the public, the safety of office members, privacy interests and other relevant factors when making decisions related to the service of search and arrest warrants.

607.3 SRT COMMANDER

The SRT Commander (see the Operations Planning and Deconfliction Policy) shall determine the risk level of the warrant service.

The SRT Commander will also have the responsibility to coordinate service of those warrants that are categorized as high risk. Deconfliction, risk assessment, operational planning, briefing and debriefing should follow guidelines in the Operations Planning and Deconfliction Policy.

607.4 SEARCH WARRANTS

Deputies should receive authorization from a supervisor before preparing a search warrant application. Once authorization is received, the deputy will prepare the affidavit and search warrant, consulting with the applicable prosecuting attorney as needed. He/she will also complete the risk assessment form and submit it, along with the warrant affidavit, to the appropriate supervisor and the operations director for review and classification of risk (see the Operations Planning and Deconfliction Policy).

607.5 ARREST WARRANTS

If a deputy reasonably believes that serving an arrest warrant may pose a higher risk than commonly faced on a daily basis, the deputy should meet with the SRT Commander for review and classification of risk using a risk matrix form (see the Operations Planning and Deconfliction Policy).

If the warrant is classified as high risk, service will be coordinated by the SRT Commander. If the warrant is not classified as high risk, the supervisor should weigh the risk of entry into a residence to make an arrest against other alternatives, such as arresting the person outside the residence where circumstances may pose a lower risk.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

See attachment: Warrant service matrix

607.6 WARRANT PREPARATION

A deputy who prepares a warrant should ensure the documentation in support of the warrant contains as applicable:

(a) Probable cause to support the search or arrest, including relevant dates and times to demonstrate timeliness and facts to support any request for nighttime or no-knock warrant execution.

(b) A clear explanation of the affiant's training, experience and relevant education.

(c) Adequately supported opinions, when relevant, that are not left to unsubstantiated conclusions.

(d) A nexus between the place to be searched and the persons or items central to the investigation. The facts supporting this nexus should be clear and current. For example, the affidavit shall explain why there is probable cause to believe that a particular person is currently residing at a particular location or that the items sought are present at a particular location.

(e) Full disclosure of known or suspected residents at the involved location and any indication of separate living spaces at the involved location. For example, it should be disclosed that several people may be renting bedrooms at a single location, even if the exact location of the rooms is not known.

(f) A specific description of the location to be searched, including photographs of the location, if reasonably available.

(g) A sufficient description of the items to be seized.

(h) Full disclosure of any known exculpatory information relevant to the warrant application (refer to the *Brady* Information Policy).

607.7 HIGH-RISK WARRANT SERVICE

The operations director or the authorized designee shall coordinate the service of warrants that are categorized as high risk and shall have sole authority in determining the manner in which the warrant will be served, including the number of deputies deployed.

The member responsible for directing the service should ensure the following as applicable:

(a) When practicable and when doing so does not cause unreasonable risk, video or photographic documentation is made of the condition of the location prior to execution of a search warrant. The images should include the surrounding area and persons present.

(b) The warrant service is audio- and video-recorded when practicable and reasonable to do so.

(c) Evidence is handled and collected only by those members who are designated to do so. All other members involved in the service of the warrant should alert one of the designated members to the presence of potential evidence and not touch or disturb the items.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Reasonable efforts are made during the search to maintain or restore the condition of the location.

(e) Persons who are detained as part of the warrant service are handled appropriately under the circumstances.

(f) Reasonable care provisions are made for children and dependent adults (see the Child and Dependent Adult Safety Policy).

(g) A list is made of all items seized and a copy provided to the person in charge of the premises if present or otherwise left in a conspicuous place.

(h) A copy of the search warrant is left at the location.

(i) The condition of the property is documented with video recording or photographs after the search.

607.8 DETENTIONS DURING WARRANT SERVICE

Deputies must be sensitive to the safety risks of all persons involved with the service of a warrant. Depending on circumstances and facts present, it may be appropriate to control movements of any or all persons present at a warrant service, including those who may not be the subject of a warrant or suspected in the case. However, deputies must be mindful that only reasonable force may be used, and weapons should be displayed no longer than the deputy reasonably believes is necessary (see the Use of Force Policy and LETB Uniform Statewide Policy on Deadly Force).

As soon as it can be determined that an individual is not subject to the scope of a warrant and that no further reasonable suspicion or safety concerns exist to justify further detention, the person should be promptly released.

Deputies should, when and to the extent reasonable, accommodate the privacy and personal needs of people who have been detained.

607.9 ACTIONS AFTER WARRANT SERVICE

The supervisor shall ensure that all affidavits, warrants, receipts and returns, regardless of any associated cases, are filed with the issuing judge or magistrate as soon as reasonably possible, but in any event no later than any date specified on the warrant.

607.10 OTHER AGENCIES AND CROSS-JURISDICTIONAL WARRANTS

The operations director will ensure that cooperative efforts with other agencies in the service of warrants conform to existing mutual aid agreements or other memorandums of understanding and will work cooperatively to mitigate risks including, but not limited to, the following:

- Identity of team members
- Roles and responsibilities
- Familiarity with equipment
- Rules of engagement
- Asset forfeiture procedures

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Any outside agency requesting assistance in the service of a warrant within this jurisdiction should be referred to the operations director. The director should review and confirm the warrant, including the warrant location, and should discuss the service with the appropriate supervisor from the other agency. The director should ensure that members of the Boone County Sheriff's Office are utilized appropriately. Any concerns regarding the requested use of Boone County Sheriff's Office members should be brought to the attention of the Sheriff or the authorized designee. The actual service of the warrant will remain the responsibility of the agency requesting assistance.

If the operations director is unavailable, the Shift Supervisor should assume this role.

If deputies intend to serve a warrant outside Boone County Sheriff's Office jurisdiction, the operations director should provide reasonable advance notice to the applicable agency, request assistance as needed and work cooperatively on operational planning and the mitigation of risks detailed in this policy.

Deputies will remain subject to the policies of the Boone County Sheriff's Office when assisting outside agencies or serving a warrant outside Boone County Sheriff's Office jurisdiction.

607.11 MEDIA ACCESS

No advance information regarding warrant service operations shall be released without the approval of the Sheriff. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

607.12 TRAINING

The Training Coordinator should ensure deputies receive periodic training on this policy and associated topics, such as legal issues, warrant preparation, warrant service and reporting requirements.

607.13 NO-KNOCK ENTRIES

No-knock entries are only authorized if a warrant has been obtained or if exigent circumstances arise at the scene such that knocking and announcing the deputy's presence would create an imminent threat of physical violence to the deputy or another person.

607.14 DOCUMENTATION

Documentation related to the service of a warrant shall be maintained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Operations Planning and Deconfliction

608.1 PURPOSE AND SCOPE

This policy provides guidelines for planning, deconfliction and execution of high-risk operations.

Additional guidance on planning and serving high-risk warrants is provided in the Policy.

608.1.1 DEFINITIONS

Definitions related to this policy include:

High-risk operations - Operations, including service of search and arrest warrants and sting operations, that are likely to present higher risks than are commonly faced by deputies on a daily basis, including suspected fortified locations, reasonable risk of violence or confrontation with multiple persons, or reason to suspect that persons anticipate the operation.

608.2 POLICY

It is the policy of the Boone County Sheriff's Office to properly plan and carry out high-risk operations, including participation in a regional deconfliction system, in order to provide coordination, enhance the safety of members and the public, decrease the risk of compromising investigations and prevent duplicating efforts.

608.3 SPECIAL RESPONSE TEAM (SRT) COMMANDER

The SRT Commander will develop and maintain a risk assessment form to assess, plan and coordinate operations. This form should provide a process to identify high-risk operations.

The SRT Commander will review risk assessment forms with involved supervisors to determine whether a particular incident qualifies as a high-risk operation. The director will also have the responsibility for coordinating operations that are categorized as high risk.

608.4 RISK ASSESSMENT

608.4.1 RISK ASSESSMENT REVIEW

Deputies will contact the SRT Commander and discuss the facts on any warrant service that may qualify as high risk,

608.4.2 HIGH-RISK OPERATIONS

If the SRT Commander, after consultation with the involved deputy, determines that the operation is high risk, the SRT Commander should:

(a) Determine what resources will be needed at the location, and contact and/or place on standby any of the following appropriate and available resources:
    1. Special Response Team (SRT)
    2. Additional personnel
    3. Outside agency assistance

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

4. Special equipment
5. Medical personnel
6. Persons trained in negotiation
7. Additional surveillance
8. Canines
9. Crime Scene Investigation Division or analytical personnel to assist with cataloguing seizures
10. Forensic specialists
11. Specialized mapping for larger or complex locations

(b) Contact the appropriate office members or other agencies as warranted to begin preparation.

(c) Ensure that all legal documents such as search warrants are complete and have any modifications reasonably necessary to support the operation.

(d) Coordinate the actual operation.

608.5 DECONFLICTION

Deconfliction systems are designed to identify persons and locations associated with investigations or law enforcement operations and alert participating agencies when others are planning or conducting operations in close proximity or time or are investigating the same individuals, groups or locations.

The deputy who is the operations lead shall ensure the subject of investigation and operations information have been entered in an applicable deconfliction system to determine if there is reported conflicting activity. This should occur as early in the process as practicable. The deputy should also enter relevant updated information when it is received.

If any conflict is discovered, the supervisor will contact the involved jurisdiction and resolve the potential conflict before proceeding.

608.6 OPERATIONS PLAN

The SRT Commander should ensure that a written operations plan is developed for all high-risk operations. Plans should also be considered for other operations that would benefit from having a formal plan.

The plan should address such issues as:

(a) Operation goals, objectives and strategies.

(b) Operation location and people:

(a) The subject of investigation (e.g., history of weapon possession/use, known mental illness issues, known drug use, threats against police, gang affiliation, criminal history)

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) The location (e.g., fortification, booby traps, reinforced doors/windows, surveillance cameras and/or lookouts, number/type of buildings, geographic and perimeter barriers, the number and types of weapons likely to be present, information that suggests the presence of explosives, chemicals or other hazardous materials, the potential for multiple dwellings or living spaces, availability of keys/door combinations), including aerial photos, if available, and maps of neighboring yards and obstacles, diagrams and other visual aids

(c) Other environmental factors (e.g., nearby venues such as schools and day care centers, proximity of adjacent homes or other occupied buildings, anticipated pedestrian and vehicle traffic at the time of service)

(d) Identification of other people who may be present in or around the operation, such as other criminal suspects, innocent third parties and children

(c) Information from the risk assessment form by attaching a completed copy in the operational plan.

1. The volume or complexity of the information may indicate that the plan includes a synopsis of the information contained on the risk assessment form to ensure clarity and highlighting of critical information.

(d) Participants and their roles.

1. An adequate number of uniformed deputies should be included in the operation team to provide reasonable notice of a legitimate law enforcement operation.

2. How all participants will be identified as law enforcement.

(e) Whether deconfliction submissions are current and all involved individuals, groups and locations have been deconflicted to the extent reasonably practicable.

(f) Identification of all communications channels and call-signs.

(g) Use of force issues.

(h) Contingencies for handling medical emergencies (e.g., services available at the location, closest hospital, closest trauma center).

(i) Plans for detaining people who are not under arrest.

(j) Contingencies for handling children, dependent adults, animals and other people who might be at the location in accordance with the Child Abuse, Adult Abuse, Child and Dependent Adult Safety and Animal Control policies.

(k) Communications plan

(l) Responsibilities for writing, collecting, reviewing and approving reports.

See attachment: BCSO Operations Plan

608.6.1 OPERATIONS PLAN RETENTION

Since the operations plan contains intelligence information and descriptions of law enforcement tactics, it shall not be filed with the report. The operations plan shall be stored separately and retained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

608.7 OPERATIONS BRIEFING

A briefing should be held prior to the commencement of any high-risk operation to allow all participants to understand the operation, see and identify each other, identify roles and responsibilities and ask questions or seek clarification as needed. Anyone who is not present at the briefing should not respond to the operation location without specific supervisory approval.

(a) The briefing should include a verbal review of plan elements, using visual aids, to enhance the participants' understanding of the operations plan.

(b) All participants should be provided a copy of the operations plan and search warrant, if applicable. Participating personnel should be directed to read the search warrant and initial a copy that is retained with the operation plan. Any items to be seized should be identified at the briefing.

(c) The SRT Commander shall ensure that all participants are visually identifiable as law enforcement officers.

    (a) Exceptions may be made by the SRT Commander for deputies who are conducting surveillance or working under cover. However, those members exempt from visual identification should be able to transition to a visible law enforcement indicator at the time of enforcement actions, such as entries or arrests, if necessary.

(d) The briefing should include details of the communications plan.

    (a) It is the responsibility of the SRT Commander to ensure that the Communication Center is notified of the time and location of the operation.

    (b) If the radio channel needs to be monitored by the Communication Center, the dispatcher assigned to monitor the operation should attend the briefing, if practicable, but at a minimum should receive a copy of the operation plan.

    (c) The briefing should include a communications check to ensure that all participants are able to communicate with the available equipment on the designated radio channel.

608.8 SRT PARTICIPATION

The Sheriff or designee shall assume operational control until all persons at the scene are appropriately detained and it is safe to begin a search. When this occurs, the SRT Commander shall transfer control of the scene to the handling supervisor. This transfer should be communicated to the deputies present.

608.9 MEDIA ACCESS

No advance information regarding planned operations shall be released without the approval of the Sheriff. Any media inquiries or press release after the fact shall be handled in accordance with the Media Relations Policy.

608.10 OPERATIONS DEBRIEFING

High-risk operations should be debriefed as soon as reasonably practicable. The debriefing should include as many participants as possible. This debrief may be separate from any SRT debriefing.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

608.11 AFTER-ACTION REPORTS

After-action reports should be prepared for any unusual extraordinary operations, as determined by the Sheriff. The Incident Commander should prepare a comprehensive after-action report of the event, which should include:

a. The date, time and description of the event.

b. The actions taken and outcomes (e.g., injuries, property damage, arrests, costs).

c. Any identified problems.

d. Significant events.

e. Recommendations for improvement. Opportunities for training should be documented in a generic manner, without identifying individuals or specific incidents, facts or circumstances.

608.12 TRAINING

The Training Coordinator should ensure deputies and SRT team members who participate in operations subject to this policy receive periodic training including, but not limited to, topics such as legal issues, deconfliction practices, operations planning concepts and reporting requirements.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Collection and Preservation of Evidence Procedure

609.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide members guidance in identifying, collecting, preserving, and processing evidence found at a crime scene or traffic accident investigation and transferred to an accredited crime laboratory, as applicable.

609.2 COLLECTION AND PRESERVATION

Any members observing evidence in the field should make arrangements for the proper identification, collection, preservation, and processing of that evidence, to include the documented transfer of custody. Any member that lacks the applicable training should notify a properly trained member or supervisor, as appropriate, to ensure the evidence is properly collected, preserved, and processed.

The Office shall have access to a qualified trained member available on a 24-hour basis to process evidence found at a crime scene or traffic accident. When identifying, collecting, preserving, or processing evidence in the field, members should:

(a) Secure and protect the scene while remaining observant. Limit scene access to only those directly involved in the processing.

(b) Use personal protective equipment (PPE) to avoid contamination of members and minimize scene contamination. Evidence collection equipment should be sterile to maintain the integrity of the evidence and reduce cross-contamination.

(c) Coordinate scene photographs, video recording, sketches, measurements, and notes of evidence in its found location before collection. Select a systematic search pattern to identify valuable and/or fragile evidence based on the size and location of the scene. Choose a progression of processing and collection methods so that initial techniques do not compromise subsequent methods. Collection methods should preserve the condition of the evidence, prevent the introduction of foreign materials, and ensure as complete a sample as practicable.

(d) Prioritize the timely and methodical preservation and collection of evidence to prevent loss, destruction, or contamination due to weather conditions and other circumstances that may alter or contaminate the evidence. Concentrate on the most transient evidence first and work toward the least transient evidence.

(e) Collection, preservation, and packaging of evidence should be conducted in a consistent manner.

Members shall process and package property and evidence as outlined in the Crime Scene Investigation Division Policy and as required by the crime laboratory.

609.3 BIOHAZARDOUS MATERIALS

Potentially biohazardous materials like hypodermic syringes, blood-stained clothing, or evidence relating to sexual assault investigations require special care and handling (see the Sexual Assault

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Investigations Policy). Members should refer to the Crime Scene Investigation Division Policy for additional guidance. Members should follow the appropriate blood-borne pathogen precautions, including but not limited to the following:

- Use of sterile gloves
- Sharps containers for syringes
- Potential biohazards shall have a biohazard warning label placed in a prominent location on the exterior evidence container.

Members shall submit urine samples in sealed containers within a plastic bag with a biohazard warning label attached to the outside packaging. Members should affix biohazard warning labels on bags or containers, including contaminated evidence with pathogens or other contagious viruses or bacteria.

When processing non-dry items with biological material present, members should:

- Place clothing and other evidence containing dried blood in separate paper bags and place biohazard warning labels on the outside packaging.
- Place samples containing moist or wet stains of blood or other biological fluid in separate leak-proof containers at the scene and label with a biohazard warning on the outside packaging.
- Transport the specimens to a safe location as soon as practicable, removing the items from the bags and air-drying them over paper sheets. Once the specimens are completely dry, place each item in a separate bag and label with a biohazard warning.
- Retain the paper bags and sheets and submit all items with the evidence.

609.4 SUBMITTING EVIDENCE TO LABORATORY FOR ANALYSIS

The Crime Scene Investigator shall be responsible for the submission of evidence to the crime laboratory for analysis as outlined in the Crime Scene Investigation Division Policy.

609.5 COMPUTERS, CELLPHONES, OTHER ELECTRONICS DEVICES CONTAINING CHILD PORNOGRAPHY

While conducting investigations, officers and detectives may encounter electronic devices (cellular telephone, computers, tablets, etc.) found to contain child sexual abuse material. The Boone County Sheriff's Office shall not return such items with child sexual abuse material intact to its owner as this would constitute an additional dissemination of child sexual abuse material. There are two acceptable practices to prevent such dissemination and it shall be at the discretion of the Courts which method is used:

a. The device is destroyed.

b. The device is returned to the owner after factory resetting the device. If the owner of the device refuses to provide a password, fingerprint or other means of opening the electronic device to allow the device to be factory reset, then the device shall be destroyed when it is no longer needed for criminal prosecution. It is the responsibility of the case officer/detective to ensure that devices are sanitized of child sexual abuse material prior to its return to the owner or destroyed if appropriate.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Collection and Preservation of Evidence Procedure

See attachment: Consent to Search Electronic or Storage Devices Form

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Fatal Alcohol Crash Team

610.1 CRASH INVESTIGATION TEAM

The Boone County Sheriff's Office shall utilize the crash investigation team approach to investigate certain types of traffic crashes that occur within Boone County.The team will investigate at the discretion of the team leaders, investigators, or command staff member (or designee) any crashes that:

a. Involve serious bodily injury.
b. Involve life threatening injury.
c. Involve one or more fatality(ies).
d. Are complex in nature, requiring addition resources and/or technical assistance.
e. Have the possibility of felony criminal charges being filed and responding officers/deputies require technical assistance.
f. Involve a public safety vehicle and results in injury to any party involved.

Single vehicle and single occupant crashes will not be investigated unless they are a fatality.

610.2 DUTIES

The on-call crash team leader will be responsible for crashes that occur while he/she is on call.

The crash team leader will have the overall responsibility for the reporting and investigation of the crash and the investigator will be the contact person for the Boone County Prosecutor's Office.

The specially trained personnel will perform tasks to include, but not limited to:

a. GPS plot the crash scene.
b. Photograph the scene and vehicles for evidentiary purposes.
c. Obtain drone footage when possible.
d. Interview occupants and witnesses when able.
e. Obtain medical records when necessary.
f. Collect evidence at the scene, hospital, and other areas as necessary.
g. Obtain search warrants when necessary.
e. Prepare a supplement or full FACT report.

610.3 INITIAL RESPONSE

When a crash scene is stabilized, or as soon as possible, and the responding law enforcement officers/deputies feel that the crash meets one of the criteria listed in Section A, he/she will contact his/her supervisor (if needed) to request the on-call crash team leader be notified.If the on-call crash team leader is not able to be reached, then the other crash team leader will be notified.

If the crash team leader is on duty and available, then he/she may respond (at their discretion) to the scene to determine if the crash team needs to be activated to investigate the crash.

If the crash team leader is off duty, then he/she will be contacted by an officer/deputy at the scene and provided with as much accurate information as possible to assist in making the determination to activate the crash team.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Fatal Alcohol Crash Team

If it is determined that there is a possibility the crash will be investigated by the crash team, initial responding officer/deputy will secure the crash scene restricting entry to only those absolutely necessary, preserve any evidence (do not search for ID, purses, wallets, etc..), leave vehicles in their final resting location (including motorcycles, bicycles, and moped/scooters), leave all debris in place (other than moving to render medical attention), and defer the dispatching of any wreckers to the crash team leader.Zores Towing will be the only tow company used for FACT calls.

Once the crash team leader arrives at the scene, he/she will meet with the initial responding officer/deputy to obtain and gather any and all pertinent information concerning the crash, including whether the crash involved any suspected impaired driver (alcohol and/or drugs) or any suspended/unlicensed driver(s).

If, after meeting with the initial responding officer/deputy, it is determined that the crash does not meet the criteria or will not be investigated by the crash team, the crash team leader, investigator, or command staff member (or designee) will disregard the responding crash team members.The crash scene will then be turned back over to the initial responding officer/deputy who will be responsible for completing all paperwork related to the crash.

If, after meeting with the initial responding officer/deputy, it is determined that the crash does meet the criteria and will be investigated by the crash team, the crash team leader will take command of the scene and direct the investigation and team members on their assignments.
a. The crash team leader may disregard any crash team member(s) that are not needed to respond or reassign them to another task(s).

The on-call investigator and at least one member of command staff will respond to every call-out.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Forensic Genetic Genealogy

611.1 PURPOSE AND SCOPE

This policy provides guidance for the use of forensic genetic genealogy (FGG) to generate investigative leads.

611.1.1 DEFINITIONS

Definitions related to this policy include:

Combined DNA Index System (CODIS) - An FBI computer software program that operates deoxyribonucleic acid (DNA) profile databases for law enforcement use.

DNA typing laboratory - A laboratory that analyzes biological samples, including extracted DNA, in order to provide various DNA profile types. State or local crime labs are generally not equipped to provide single nucleotide polymorphism (SNP) DNA profiles; therefore, the use of private DNA typing laboratories is often necessary for FGG.

Extracted DNA - The DNA isolated from a biological sample remaining after previous DNA testing has been completed.

Forensic genetic genealogy (FGG) - The process of obtaining a SNP DNA profile from a biological sample collected during an investigation; uploading the profile to a genetic genealogy site for comparison to the consumer profiles in the site's database to identify genetic relatives; and using the identified genetic relationships, as well as traditional genealogy research, to generate investigative leads.

Genetic genealogist - A genealogist who uses DNA testing with traditional genealogical research methods to assist law enforcement or private clients in identifying biological relatives of an individual.

Genetic genealogy site - A database of DNA profiles voluntarily submitted by public consumers for the purpose of identifying genetic relatives. The availability of genetic genealogy sites for law enforcement use varies depending on their terms of service.

Short tandem repeat (STR) DNA profile - The results of DNA typing in a format that can be processed through CODIS and state DNA databases. This is the type of DNA used in conventional non-FGG law enforcement investigations.

Single nucleotide polymorphism (SNP) DNA profile - The results of DNA typing in a format that enables an unknown DNA sample to be compared to the DNA profiles maintained by a genetic genealogy site. This is the DNA type used in FGG.

611.2 POLICY

The Boone County Sheriff's Office's use of FGG will be in coordination with prosecutors, the Coroner, and other appropriate resources only in qualifying cases after reasonable conventional investigative methods have been pursued. Members will take reasonable steps to maintain the

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

integrity of the FGG process and safeguard the privacy rights of individuals whose DNA profiles are analyzed.

611.3 CRITERIA FOR FGG USE

Before using FGG, the lead investigator should coordinate with the supervisor to determine whether the case meets the following requirements:

(a) Biological evidence collected as part of the underlying investigation (or extracted DNA from the biological evidence) is available for additional testing and is reasonably believed to be attributable to:

1. The perpetrator of an unsolved violent felony.
2. The unidentified human remains of a suspected homicide victim.

(b) All reasonable conventional investigative methods have been utilized and all reasonable investigative leads have been pursued (e.g., relevant case information entered in the National Missing and Unidentified Persons System (NamUs) and the Violent Criminal Apprehension Program (ViCAP) national database).

(c) An STR DNA profile has been developed from the biological evidence collected in the case and, absent unusual circumstances, has been uploaded to CODIS and any applicable state DNA database for comparison with negative results.

611.4 COORDINATION

Once a preliminary determination has been made that a case may qualify for the use of FGG, the lead investigating member should consult with the appropriate prosecutor to address current and prospective legal issues and determine if a search warrant is required.

In the case of unidentified human remains, the lead investigator should also consult with the Coroner.

611.5 SUBMISSION OF SAMPLE

The biological evidence or extracted DNA should be submitted to a DNA typing laboratory approved by the Office in order to obtain a SNP DNA profile.

Once a SNP DNA profile has been obtained from the biological evidence or extracted DNA, the lead investigating member should arrange for it to be compared to the SNP DNA profiles contained in one or more genetic genealogy sites to identify possible genetic relatives. The lead investigator should work with a qualified genetic genealogist as needed during this process.

When submitting a SNP DNA profile for comparison, the lead investigator or the authorized designee (e.g., assigned genetic genealogist) shall notify the genetic genealogy site that the request for comparison is from a law enforcement agency and confirm that the site's terms of service permit FGG for the type of case being investigated. The use of the SNP DNA profile and any subsequent comparison shall be limited to the original underlying investigation.

If at any time during the FGG process the case no longer meets the criteria for FGG use, the lead investigator should promptly notify the DNA typing laboratory, genetic genealogy site, and/or

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

genetic genealogist to cease any further analysis and to return all evidence, data, and materials to the Office.

611.6 ANALYSIS OF FGG DATA

Once results of a comparison are received from a genetic genealogy site, the information should be evaluated by a genetic genealogist, who will assist the lead investigator in identifying potential investigative leads.

The lead investigator should promptly and diligently pursue each viable lead identified through the FGG process using traditional investigative methods, as appropriate, to:

(a) Eliminate an individual as a potential suspect in the case.

(b) Link an individual to the case as a potential suspect.

(c) Identify human remains.

611.7 COLLECTION OF THIRD-PARTY DNA SAMPLE

If it is determined that a third-party DNA sample (i.e., from a person not likely to be a suspect in the investigation) should be collected and analyzed for FGG, consent from the third party should be obtained prior to collection.

If there is a reasonable belief that the integrity of the investigation would be compromised by seeking consent from the third party prior to collection, the lead investigator should consult with the prosecutor regarding applicable laws and procedures in both the jurisdiction of the investigation and the jurisdiction where the collection will occur, if different.

The use of a third-party DNA sample shall be limited to the original underlying investigation.

611.8 POST-IDENTIFICATION

Members shall not rely solely on FGG identification of a potential suspect for probable cause to make an arrest or obtain an arrest warrant. Unless there is sufficient evidence independent of the FGG data to support an arrest, a potential suspect identified through FGG should not be arrested until the suspect's identity is confirmed.

Members shall not rely solely on FGG to identify human remains unless there is sufficient evidence independent of the FGG data to declare the identification or confirmation testing has been completed.

Confirmatory DNA testing should be conducted by collecting a known DNA sample from the potential suspect or, in the case of unidentified human remains, from a close biological relative. This known DNA sample should be submitted for comparison to the original unknown STR DNA profile through conventional methods (e.g., in CODIS).

The lead investigator should consult with the prosecutor to determine the appropriate method of obtaining a known DNA sample.

Once the identity of a suspect or the identity of unidentified human remains has been confirmed through conventional DNA testing, the lead investigator should:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Consult with the prosecutor to evaluate the entire investigative file for consideration of criminal charges or further investigation.

(b) If applicable, consult with the Coroner for an amendment to a certificate of death.

611.9 PRIVACY CONSIDERATIONS

Members should make reasonable efforts to respect and protect the privacy of non-suspect genetic relatives identified through the FGG process. The names and identifying information of any non-suspect genetic relatives should not be included in official reports, probable cause declarations, or affidavits for search warrants and should not be disclosed unless otherwise required by law or court order.

The lead investigator should formally request that the SNP DNA profile be removed from all genetic genealogy sites upon identity confirmation and should retain a copy of the request for office records. The lead investigator should request that all case-related records and data provided to, or generated by, a genetic genealogist during the FGG process be returned to the Office.

611.10 RETENTION OF DNA SAMPLES AND RELATED RECORDS

Genetic information, including any derivative profiles and genetic genealogy site user information, should be retained in accordance with the established records retention schedule. The lead investigator should coordinate with the crime scene investigator and provide adequate notice to the appropriate prosecutor's office before destroying any profiles or data obtained from the FGG process.

See the Crime Scene Investigation Division Policy for guidelines regarding biological evidence, including DNA samples.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chapter 7 - Equipment

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Office-Owned and Personal Property

700.1 PURPOSE AND SCOPE

This policy addresses the care of office-owned property and the role of the Office when personal property or office-owned property is damaged or lost.

700.2 POLICY

Members of the Boone County Sheriff's Office shall properly care for office property assigned or entrusted to them. Office-owned property that becomes damaged shall be promptly replaced. Members' personal property that becomes damaged during the performance of assigned duties will be reimbursed in accordance with this policy.

700.3 OFFICE-ISSUED PROPERTY

All property and equipment issued by the Office shall be documented in the appropriate property sheet or equipment log. Receipt of issued items shall be acknowledged by the receiving member's signature. Upon separation from the Office, all issued property and equipment shall be returned. Documentation of the return shall be acknowledged by the signature of a supervisor.

700.3.1 CARE OF PROPERTY

Members shall be responsible for the safekeeping, serviceable condition, proper care, proper use, and replacement of office-owned property that has been assigned or entrusted to them. All stored and issued law enforcement-related equipment (e.g., firearms, civil disturbance gear, speed measuring devices) shall be maintained in a state of operational readiness by the member to whom it has been assigned or entrusted.

Intentional or negligent abuse or misuse of office-owned property may lead to discipline including but not limited to the cost of repair or replacement.

(a) Members shall promptly report, through their chain of command, any loss, damage to, or unserviceable condition of any office-issued property or equipment.

    1. A supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage, or unserviceable condition.

    2. A review by command staff should determine whether additional action is appropriate.

(b) The use of damaged or unserviceable property should be discontinued as soon as practicable, and the item replaced with a comparable item as soon as available and following notice to a supervisor.

(c) Except when otherwise directed by competent authority or otherwise reasonable by circumstances, office-owned property shall only be used by those to whom it was assigned. Use should be limited to official purposes and in the capacity for which it was designed.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Office-owned property shall not be thrown away, sold, traded, donated, destroyed, or otherwise disposed of without proper authority.

(e) A supervisor's approval is required before any attempt to repair damaged or unserviceable property is made by a member.

700.3.2 PROPERTY COORDINATOR RESPONSIBILITIES
The Sheriff or the authorized designee should appoint a member who is responsible for developing procedures that include:

(a) Developing and maintaining appropriate forms, checklists and logs to document property issuance, returns, inspections and inventories.

(b) Conducting office property and equipment including inspections and inventories at least annually.

(c) Maintaining accurate inventory and control records.

700.3.3 BOARD OF REVIEW
In the event of lost or stolen office property, while that property is under the control of a member, a Board of Review shall convene to review the circumstances under which the property was lost or stolen.

The Board of Review shall consist of three (3) command level personnel appointed by the Sheriff. No member shall serve on the Board of Review who has first hand knowledge of the circumstances surrounding the lost or stolen property. The Board of Review shall serve only to hear those cases referred to it by the Sheriff.

The Board of Review shall determine, by a majority vote, whether the property was lost or stolen due to negligence of the member. Should the Board of Review find negligence on the part of the member, the member may be required to reimburse the county the cost of replacing the lost or stolen Office property.

Property, in this policy, shall mean any and all equipment assigned the member, or any and all equipment under the member’s control.

Upon an unfavorable ruling by the Board, the member may appeal directly to the Sheriff, or his designee. However, the Sheriff or his designee is not required to grant such an appeal.

700.4 PERSONAL PROPERTY
Carrying and/or using personal property or equipment on-duty requires prior written approval by the Sheriff or appropriate Commander. The member should submit a request that includes a description of the property and the reason and length of time it will be used. Personal property of the type routinely carried by persons who are not performing law enforcement duties, and that is not a weapon, is excluded from this requirement.

The Office will not replace or repair costly items (e.g., jewelry, expensive watches, exotic equipment) that are not reasonably required as part of work.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

700.4.1 FILING CLAIMS FOR PERSONAL PROPERTY

Claims for reimbursement for damage to, or loss of, personal property must be made on the proper form. This form is submitted to the member's immediate supervisor. The supervisor may require a separate written report.

The supervisor receiving such a report shall investigate and direct a memo to the appropriate Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

Upon review by command staff and a finding that no misconduct or negligence was involved, repair or replacement may be recommended by the Sheriff, who will then forward the claim to the County department responsible for issuing payments.

700.5 DAMAGE TO PROPERTY OF ANOTHER PERSON

Anyone who intentionally or unintentionally damages or causes to be damaged the real or personal property of another person while performing any law enforcement function shall promptly report the damage through their chain of command.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Commander, which shall include the result of the investigation and whether reasonable care was taken to prevent the loss, damage or unserviceable condition.

A review of the incident by command staff to determine whether misconduct or negligence was involved should be completed.

700.5.1 DAMAGE BY PERSONNEL OF ANOTHER AGENCY

Personnel from another agency may intentionally or unintentionally cause damage to the real or personal property of the County of Boone County Sheriff's Office or of another person while performing their duties within the jurisdiction of this office. It shall be the responsibility of the office member present or the member responsible for the property to report the damage as follows:

(a) A verbal report shall be made to the member’s immediate supervisor as soon as circumstances permit.

(b) A written report shall be submitted before the member goes off-duty or as otherwise directed by the supervisor.

The supervisor receiving such a report shall conduct an investigation and direct a memo to the appropriate Commander, which shall include the result of the investigation and whether misconduct or negligence caused the loss, damage or unserviceable condition.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Personal Communication Devices

701.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for the use of mobile telephones and communication devices, whether issued or funded by the Office or personally owned, while on-duty or when used for authorized work-related purposes.

This policy generically refers to all such devices as Personal Communication Devices (PCDs) but is intended to include all mobile telephones, personal digital assistants (PDAs), wireless capable tablets and similar wireless two-way communications and/or portable Internet access devices. PCD use includes, but is not limited to, placing and receiving calls, text messaging, blogging and microblogging, emailing, using video or camera features, playing games and accessing sites or services on the Internet.

701.2 POLICY

The Boone County Sheriff's Office allows members to utilize office-issued or funded PCDs and to possess personally owned PCDs in the workplace, subject to certain limitations. Any PCD used while on-duty, or used off-duty in any manner reasonably related to the business of the Office, will be subject to monitoring and inspection consistent with the standards set forth in this policy.

The inappropriate use of a PCD while on-duty may impair officer safety. Additionally, members are advised and cautioned that the use of a personally owned PCD either on-duty or after duty hours for business-related purposes may subject the member and the member’s PCD records to civil or criminal discovery or disclosure under the Indiana Access to Public Records Act.

Members who have questions regarding the application of this policy or the guidelines contained herein are encouraged to seek clarification from supervisory staff.

701.3 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to any communication accessed, transmitted, received or reviewed on any PCD issued or funded by the Office and shall have no expectation of privacy in their location should the device be equipped with location detection capabilities (see the Information Technology Use Policy for additional guidance).

701.4 OFFICE-ISSUED PCD

Depending on a member’s assignment and the needs of the position, the Office may, at its discretion, issue or fund a PCD for the member’s use to facilitate on-duty performance. Office-issued or funded PCDs may not be used for personal business either on- or off-duty unless authorized by the Sheriff or the authorized designee. Such devices and the associated telephone number, if any, shall remain the sole property of the Office and shall be subject to inspection or monitoring (including all related records and content) at any time without notice and without cause.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

701.5 PERSONALLY OWNED PCD

Members may carry a personally owned PCD while on-duty, subject to the following conditions and limitations:

(a) Permission to carry a personally owned PCD may be revoked if it is used contrary to provisions of this policy.

(b) The Office accepts no responsibility for loss of or damage to a personally owned PCD.

(c) The PCD and any associated services shall be purchased, used and maintained solely at the member's expense.

(d) The device should not be used for work-related purposes except in exigent circumstances (e.g., unavailability of radio communications). Members will have a reduced expectation of privacy when using a personally owned PCD in the workplace and have no expectation of privacy with regard to any office business-related communication.

1. Members may use personally owned PCDs on-duty for routine administrative work as authorized by the Sheriff.

(e) The device shall not be utilized to record or disclose any office business-related information, including photographs, video or the recording or transmittal of any information or material obtained or made accessible as a result of employment or appointment with the Office, without the express authorization of the Sheriff or the authorized designee.

(f) Use of a personally owned PCD while at work or for work-related business constitutes consent for the Office to access the PCD to inspect and copy data to meet the needs of the Office, which may include litigation, Indiana Access to Public Records Act retention and release obligations and internal investigations. If the PCD is carried on-duty, members will provide the Office with the telephone number of the device.

(g) All work-related documents, e-mails, photographs, recordings or other public records created or received on a member's personally owned PCD should be transferred to the Boone County Sheriff's Office and deleted from the member's PCD as soon as reasonably practicable but no later than the end of the member's shift.

Members who sign a waiver and elect to use their personal phone in lieu of the department phone are obligated or required to carry, access, monitor or respond to electronic communications using a personally owned PCD while off-duty. If a member is in an authorized status that allows for appropriate compensation consistent with policy or existing collective bargaining agreements, or if the member has prior express authorization from his/her supervisor, the member may engage in office business-related communications. Should members engage in such approved off-duty communications or work, members entitled to compensation shall promptly document the time worked and communicate the information to their supervisors to ensure appropriate compensation. Members who independently document off-duty office-related business activities in any manner shall promptly provide the Office with a copy of such records to ensure accurate record keeping.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

701.6 USE OF PCD

The following protocols shall apply to all PCDs that are carried while on-duty or used to conduct office business:

(a) A PCD shall not be carried in a manner that allows it to be visible while in uniform, unless it is in an approved carrier.

(b) All PCDs in the workplace shall be set to silent or vibrate mode.

(c) Members may use a PCD to communicate with other personnel in situations where the use of radio communications is either impracticable or not feasible. PCDs should not be used as a substitute for, as a way to avoid, or in lieu of regular radio communications.

(d) Members are prohibited from taking pictures, audio or video recordings or making copies of any such picture or recording media unless it is directly related to official office business. Disclosure of any such information to any third party through any means, without the express authorization of the Sheriff or the authorized designee, may result in discipline.

(e) Members will not post to social media networking sites for any purpose that is not official office business.

(f) Members will not access social media networking sites for any purpose that is not official office business except during authorized breaks..

(g) Using PCDs to harass, threaten, coerce or otherwise engage in inappropriate conduct with any third party is prohibited. Any member having knowledge of such conduct shall promptly notify a supervisor.

701.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that members under their command are provided appropriate training on the use of PCDs consistent with this policy.

(b) Monitoring, to the extent practicable, PCD use in the workplace and taking prompt corrective action if a member is observed or reported to be improperly using a PCD.

1. An investigation into improper conduct should be promptly initiated when circumstances warrant.
2. Before conducting any administrative search of a member’s personally owned device, supervisors should consult with the Sheriff or the authorized designee.

701.8 OFFICIAL USE

Members are reminded that PCDs are not secure devices and conversations may be intercepted or overheard. Caution should be exercised while utilizing PCDs to ensure that sensitive information is not inadvertently transmitted. As soon as reasonably possible, members shall conduct sensitive or private communications on a land-based or other office communications network.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

701.9 USE WHILE DRIVING

The use of a PCD while driving can adversely affect safety, cause unnecessary distractions and present a negative image to the public. Deputies operating emergency vehicles should restrict the use of these devices to matters of an urgent nature and should, where practicable, stop the vehicle at an appropriate location to use the PCD.

Deputies shall not use a PCD as a text messaging device to write, send or read a text message or an electronic message while operating a motor vehicle, unless the device is used in conjunction with hands-free or voice-operated technology or the device is being used to contact a 9-1-1 system (I.C. § 9-21-8-59).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Vehicle Maintenance

702.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that office vehicles are appropriately maintained.

702.2 POLICY

The Boone County Sheriff's Office will service office vehicles to ensure they remain operational and maintain their appearance, as resources allow.

702.3 GENERAL DUTIES

Members are responsible for assisting in maintaining office vehicles so that they are properly equipped, properly maintained and properly refueled and present a clean appearance.

702.4 DEFECTIVE VEHICLES

When a vehicle becomes inoperative or in need of repair that affects the safety of the vehicle, that vehicle shall be removed from service. Proper documentation shall be promptly completed by the member who becomes aware of the defective condition and forwarded for action.

Documents describing the correction of the safety issue shall be promptly filed with the vehicle history.

702.4.1 DAMAGE OR POOR PERFORMANCE

Vehicles that may have been damaged or perform poorly shall be removed from service for inspections and repairs as soon as practicable.

702.4.2 SEVERE USE

Vehicles operated under severe-use conditions, which include operations for which the vehicle is not designed or that exceed the manufacturer’s parameters, should be removed from service and subjected to a safety inspection as soon as practicable. Such conditions may include rough roadway or off-road driving, hard or extended braking, pursuits or prolonged high-speed operation.

702.4.3 REMOVAL OF WEAPONS

All firearms, weapons and control devices shall be removed from a vehicle and properly secured prior to the vehicle being released for maintenance, service or repair.

702.5 VEHICLE EQUIPMENT

Certain items shall be maintained in all office vehicles.

702.5.1 PATROL VEHICLES

Deputies shall inspect the patrol vehicle at the beginning of the shift and ensure that the following equipment, at a minimum, is in the vehicle:

- 1 Active Shooter Kit
- 1 Lockout tool

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- 1 Jump pack
- 1 Binoculars
- 1 Stop sticks
- 1 Throw bag
- 1 AED
- 1 flashlight
- 1 roll crime scene barricade tape
- 1 first-aid kit and CPR mask
- 1 blanket
- 1 fire extinguisher
- 1 sharps container
- 1 hazardous waste disposal bag
- 1 high-visibility vest
- 1 hazardous materials emergency response handbook
- 1 evidence collection kit
- Spare tire, jack and lug wrench
- Rain gear

702.5.2 NON PATROL VEHICLES

Members driving unmarked office vehicles shall ensure that the following equipment, at a minimum, is in the vehicle:

- 1 Active shooter kit
- 1 roll crime scene barricade tape
- 1 first-aid kit and CPR mask
- 1 blanket
- 1 sharps container
- 1 hazardous waste disposal bag
- 1 high-visibility vest
- 1 hazardous materials emergency response handbook
- 1 evidence collection kit
- Spare tire, jack and lug wrench
- Rain gear

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

702.6 VEHICLE REFUELING

Absent emergency conditions or supervisor approval, patrol vehicles shall not be placed into service with less than one-quarter tank of fuel. Patrol vehicles should not be retired at the end of shift with less than one-quarter tank of fuel. Vehicles shall only be refueled at the authorized location.

702.7 WASHING OF VEHICLES

Vehicles shall be kept clean at all times and, weather conditions permitting, shall be washed as necessary to maintain the professional appearance of the Office.

Members using a vehicle shall remove any trash or debris at the end of their shifts. Confidential material should be placed in a designated receptacle that has been provided for shredding this material.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Vehicle Use

703.1 PURPOSE AND SCOPE

The purpose of this policy is to establish a system of accountability to ensure office vehicles are used appropriately. This policy provides guidelines for on- and off-duty use of office vehicles and shall not be construed to create or imply any contractual obligation by the County of Boone County Sheriff's Office to provide assigned take-home vehicles.

703.2 POLICY

The Boone County Sheriff's Office provides vehicles for office-related business and may assign patrol and unmarked vehicles based on a determination of operational efficiency, economic impact to the Office, requirements for tactical deployments and other considerations.

703.3 USE OF VEHICLES

703.3.1 SHIFT ASSIGNED VEHICLES

The Shift Supervisor shall ensure a copy of the shift assignment roster, indicating member assignments and vehicle numbers, is completed for each shift and retained in accordance with the established records retention schedule. If a member exchanges vehicles during his/her shift, the new vehicle number shall be documented on the roster.

703.3.2 INSPECTIONS

Members shall be responsible for inspecting the interior and exterior of any assigned vehicle before taking the vehicle into service and at the conclusion of their shifts. Any previously unreported damage, mechanical problems, unauthorized contents or other problems with the vehicle shall be promptly reported to a supervisor and documented as appropriate.

The interior of any vehicle that has been used to transport any person other than a member of this office should be inspected prior to placing another person in the vehicle and again after the person is removed. This is to ensure that unauthorized or personal items have not been left in the vehicle.

When transporting any suspect, prisoner or arrestee, the transporting member shall search all areas of the vehicle that are accessible by the person before and after that person is transported.

All office vehicles are subject to inspection and/or search at any time by a supervisor without notice and without cause. No member assigned to or operating such vehicle shall be entitled to any expectation of privacy with respect to the vehicle or its contents.

703.3.3 SECURITY AND UNATTENDED VEHICLES

Unattended vehicles should be locked and secured at all times. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging). Deputies who exit a vehicle rapidly in an emergency situation or to engage in a foot pursuit must carefully balance the need to exit the vehicle quickly with the need to secure the vehicle.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Members shall ensure all weapons are secured while the vehicle is unattended.

703.3.4 MOBILE DATA TERMINAL

Members assigned to vehicles equipped with a Mobile Data Terminal (MDT) shall log onto the MDT with the required information when going on-duty. If the vehicle is not equipped with a working MDT, the member shall notify the Communication Center. Use of the MDT is governed by the Mobile Data Terminal Use Policy.

703.3.5 VEHICLE LOCATION SYSTEM

Patrol and other vehicles, at the discretion of the Sheriff, may be equipped with a system designed to track the vehicle's location. While the system may provide vehicle location and other information, members are not relieved of their responsibility to use required communication practices to report their location and status.

Members shall not make any unauthorized modifications to the system. At the start of each shift, members shall verify that the system is on and report any malfunctions to their supervisor. If the member finds that the system is not functioning properly at any time during the shift, he/she should exchange the vehicle for one with a working system, if available.

System data may be accessed by supervisors at any time. However, access to historical data by personnel other than supervisors will require Commander approval.

All data captured by the system shall be retained in accordance with the established records retention schedule.

703.3.6 KEYS

Members approved to operate marked patrol vehicles should be issued a copy of the key as part of their initial equipment distribution. Members who are assigned a specific vehicle should be issued keys for that vehicle.

Members shall not duplicate keys without the permission of the Sheriff or the authorized designee. The loss of a key shall be promptly reported in writing through the member's chain of command.

703.3.7 AUTHORIZED PASSENGERS

Members operating office vehicles shall not permit persons other than County personnel or persons required to be conveyed in the performance of duty, or as otherwise authorized, to ride as passengers in the vehicle, except as stated in the Ride-Alongs Policy.

703.3.8 PARKING

Except when responding to an emergency or when urgent office-related business requires otherwise, members driving office vehicles should obey all parking regulations at all times.

Office vehicles should be parked in assigned stalls. Members shall not park privately owned vehicles in stalls assigned to office vehicles or in other areas of the parking lot that are not so designated unless authorized by a supervisor. Privately owned motorcycles shall be parked in designated areas.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

703.3.9 ACCESSORIES AND/OR MODIFICATIONS
There shall be no modifications, additions or removal of any equipment or accessories without written permission from the supervisor.

703.3.10 CIVILIAN USE
Department members shall ensure that all weapons have been removed before leaving an emergency vehicle for service. The “out of service” placards or light bar covers should be used at all times. Only deputies may shall operate the emergency lights or siren of any vehicle unless done for and in a maintenance facility.

703.4 USE OF SPECIAL OFFICE VEHICLES
A Special Vehicle shall be defined as a vehicle owned or leased by County Government, or an agency thereof, provided to one or more employees for use on county business.

(a) When not in use the vehicle shall be kept at the business premises (e.g. garage, jail) except by permission of the Sheriff, Chief Deputy or their designee.

(b) The vehicle shall not be used for personal use.

703.5 INDIVIDUAL MEMBER ASSIGNMENT TO VEHICLES
Office vehicles may be assigned to individual members at the discretion of the Sheriff. Vehicles may be assigned for on-duty and/or take-home use. Assigned vehicles may be changed at any time. Permission to take home a vehicle may be withdrawn at any time.

The assignment of vehicles may be suspended when the member is unable to perform his/her regular assignment.

703.5.1 ON-DUTY USE
Vehicle assignments shall be based on the nature of the member’s duties, job description and essential functions, and employment or appointment status. Vehicles may be reassigned or utilized by other office members at the discretion of the Sheriff or the authorized designee.

703.5.2 ASSIGNED VEHICLES
Assignment of take-home vehicles shall be based on the location of the member’s residence; the nature of the member’s duties, job description and essential functions; and the member's employment or appointment status. Residence in Boone County is a prime consideration for assignment of a take-home vehicle. Members who reside outside Boone County may be required to secure the vehicle at a designated location or the Office at the discretion of the Sheriff.

Members are cautioned that under federal and local tax rules, personal use of a County vehicle may create an income tax liability for the member. Questions regarding tax rules should be directed to the member’s tax adviser.

Criteria for use of take-home vehicles include the following:

(a) Fuel costs for vehicles used for non-work-related purposes out of Boone County and within the State of Indiana are the responsibility of the assigned deputy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Permission to travel outside the State of Indiana must be approved by the Sheriff or the Chief Deputy through the chain of command.

(c) While operating the vehicle, authorized members will carry and have accessible their duty firearms and be prepared to perform any function they would be expected to perform while on-duty.

(d) The two-way communications radio and global positioning satellite device, if equipped, must be on and set to an audible volume when the vehicle is in operation.

(e) Unattended vehicles are to be locked and secured at all times.

1. No key should be left in the vehicle except when it is necessary that the vehicle be left running (e.g., continued activation of emergency lights, canine safety, equipment charging).
2. All weapons shall be secured while the vehicle is unattended.
3. All office identification, portable radios and equipment should be secured.

(f) If the vehicle is not secured or inside a locked garage, all firearms and kinetic impact weapons shall be removed and properly secured in the residence (see the Firearms Policy regarding safe storage of firearms at home).

(g) Vehicles are to be secured at the member's residence or the appropriate office facility, at the discretion of the Office, when a member will be away (e.g., on vacation) for periods exceeding one week.

1. If the vehicle remains at the residence of the member, the Office shall have access to the vehicle.
2. If the member is unable to provide access to the vehicle, it shall be parked at the Office.

(h) The member is responsible for the care and maintenance of the vehicle.

703.5.3 ENFORCEMENT ACTIONS

When driving a take-home vehicle to and from work outside of the jurisdiction of the Boone County Sheriff's Office or while off-duty, a deputy shall not initiate enforcement actions except in those circumstances where a potential threat to life or serious property damage exists (see the Off-Duty Law Enforcement Actions and Law Enforcement Authority policies).

Deputies may render public assistance when it is deemed prudent (e.g., to a stranded motorist).

Deputies driving take-home vehicles shall be armed and appropriately attired and shall carry their office-issued identification. Deputies should also ensure that office radio communication capabilities are maintained to the extent feasible.

703.5.4 MAINTENANCE

Members are responsible for the cleanliness (exterior and interior) and overall maintenance of their assigned vehicles. Cleaning and maintenance supplies will be provided by the Office. Failure to adhere to these requirements may result in discipline and loss of vehicle assignment. The following should be performed as outlined below:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Members shall make daily inspections of their assigned vehicles for service/ maintenance requirements and damage.

(b) It is the member's responsibility to ensure that his/her assigned vehicle is maintained according to the established service and maintenance schedule.

(c) All scheduled vehicle maintenance and car washes shall be performed as necessary at a facility approved by the office supervisor in charge of vehicle maintenance.

(d) The Office shall be notified of problems with the vehicle and approve any major repairs before they are performed.

(e) When leaving the vehicle at the maintenance facility, the member will complete a vehicle repair card explaining the service or repair, and leave it on the seat or dash.

(f) All weapons shall be removed from any vehicle left for maintenance.

(g) Supervisors shall make regular inspections of vehicles assigned to members under their command to ensure the vehicles are being maintained in accordance with this policy.

Boone County Sheriff's Office Procedure Manual: VEHICLE MAINTENANCE SCHEDULE

Boone County Sheriff's Office Procedure Manual: TOWING OF DEPARTMENT VEHICLES

703.6 UNMARKED VEHICLES

Unmarked vehicles are assigned to various divisions and their use is restricted to the respective division and the assigned member, unless otherwise approved by a supervisor. Any member operating an unmarked vehicle shall record vehicle usage on the sign-out log maintained in the division for that purpose. Any use of unmarked vehicles by those who are not assigned to the division to which the vehicle is assigned shall also be recorded with the Shift Supervisor on the shift assignment roster.

703.7 DAMAGE, ABUSE AND MISUSE

When any office vehicle is involved in a traffic accident or otherwise incurs damage or is damaged,the involved member shall promptly notify the Shift Supervisor and his/her Division Commander. Any traffic accident report shall be filed with the agency having jurisdiction (see the Traffic Accidents Policy).

Damage to any office vehicle that was not caused by a traffic accident shall be immediately reported to the Shift Supervisor during the shift in which the damage was discovered and documented in a damaged property form in RMS. An administrative investigation should be initiated to determine if there has been any vehicle abuse or misuse.

703.8 TOLL ROAD USAGE

Law enforcement vehicles while in discharge of their official duties are routinely exempt from incurring toll road charges (135 I.A.C. 2-5-5).

Members operating office vehicles for any reason other than in the discharge of their official duties shall pay the appropriate toll charge or utilize the appropriate toll way transponder.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

703.9 ATTIRE AND APPEARANCE

When operating any office vehicle while off-duty, members may dress in a manner appropriate for their intended activity. Whenever in view of or in contact with the public, attire and appearance, regardless of the activity, should be suitable to reflect positively upon the Office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Cash Handling, Security and Management

704.1 PURPOSE AND SCOPE

This policy provides guidelines to ensure office members handle cash appropriately in the performance of their duties.

This policy does not address cash-handling issues specific to the Crime Scene Investigation Division and Informants policies.

704.2 POLICY

It is the policy of the Boone County Sheriff's Office to properly handle and document cash transactions and to maintain accurate records of cash transactions in order to protect the integrity of office operations and ensure the public trust. Cash transactions shall be recorded by portable video or in an area monitored by video whenever practicable.

704.3 ROUTINE CASH HANDLING

Members who handle cash as part of their regular duties (e.g., crime scene investigators, the Investigation Division supervisor, those who accept payment for office services) will discharge those duties in accordance with the procedures established for those tasks (see the Crime Scene Investigation Division and Informants policies).

704.4 OTHER CASH HANDLING

Members who, within the course of their duties, are in possession of cash that is not their property or that is outside their defined cash-handling responsibilities shall, as soon as practicable, verify the amount, summon another member to verify their accounting, and process the cash for safekeeping or as evidence or found property, in accordance with the Crime Scene Investigation Division Policy.

Cash received in excess of $1,000 requires immediate notification of a supervisor, special handling, verification, and accounting by the supervisor. Expenditures in excess of $1,000 require the approval of the Sheriff or designee. Each member involved in this process shall complete an appropriate report or record entry.

704.5 CONFIDENTIAL FUNDS

The Boone County Sheriff’s Office may maintain a confidential fund for payment of specialized officer’s expenses in active investigations, use as decoy or bait money, and payments to informants. These funds are maintained and administered by the Investigations Division Commander who shall also be responsible for the proper and accurate recording of the funds. Audits of the fund will be made at the direction of the Sheriff, the Boone County Auditor, or the State of Indiana.

Any officer who requests the use of confidential funds will make a request in writing to the Investigations Division Commander including the purpose of the request and the amount requested. Any request in excess of $100.00 will be subject to the approval of the Sheriff. The

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

officer withdrawing the funds will be responsible for the security of the funds while in his/her custody.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Personal Protective Equipment

705.1 PURPOSE AND SCOPE

This policy identifies the different types of personal protective equipment (PPE) provided by the Office as well the requirements and guidelines for the use of PPE.

This policy does not address ballistic vests or protection from communicable disease, as those issues are addressed in the Body Armor and Communicable Diseases policies.

705.1.1 DEFINITIONS

Definitions related to this policy include:

Personal protective equipment (PPE) - Equipment that protects a person from serious workplace injuries or illnesses resulting from contact with chemical, radiological, physical, electrical, mechanical or other workplace hazards.

Respiratory PPE - Any device that is worn by the user to protect from exposure to atmospheres where there is smoke, low levels of oxygen, high levels of carbon monoxide, or the presence of toxic gases or other respiratory hazards. For purposes of this policy, respiratory PPE does not include particulate-filtering masks such as N95 or N100 masks.

705.2 POLICY

The Boone County Sheriff's Office endeavors to protect members by supplying certain PPE to members as provided in this policy.

705.3 DEPUTY RESPONSIBILITIES

Members are required to use PPE as provided in this policy and pursuant to their training.

Members are responsible for proper maintenance and storage of issued PPE. PPE should be stored in an appropriate location so that it is available when needed.

Any member who identifies hazards in the workplace is encouraged to utilize the procedures in the Illness and Injury Prevention Policy to recommend new or improved PPE or additional needs for PPE.

705.4 HEARING PROTECTION

Approved hearing protection shall be used by members during firearms training.

Hearing protection shall meet or exceed the requirements provided in 29 CFR 1910.95 and 620 I.A.C. 1-1-24.

705.5 EYE PROTECTION

Approved eye protection, including side protection, shall be used by members during firearms training. Eye protection for members who wear prescription lenses shall incorporate the prescription (e.g., eye protection that can be worn over prescription lenses). Members shall ensure their eye protection does not interfere with the fit of their hearing protection.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The Rangemaster shall ensure eye protection meets or exceeds the requirements provided in 29 CFR 1910.133 and 620 I.A.C. 1-1-1.

705.6 RESPIRATORY PROTECTION

The Administration Commander is responsible for ensuring a respiratory protection plan is developed and maintained by a trained and qualified member. The plan shall include procedures for (29 CFR 1910.134; 620 I.A.C. 1-1-1):

(a) Selecting appropriate respiratory PPE based on hazards and risks associated with functions or positions.

(b) Fit testing, including identification of members or contractors qualified to conduct fit testing.

(c) Medical evaluations.

(d) PPE inventory control.

(e) PPE issuance and replacement.

(f) Cleaning, disinfecting, storing, inspecting, repairing, discarding and otherwise maintaining respiratory PPE, including schedules for these activities.

(g) Regularly reviewing the PPE plan.

(h) Remaining current with applicable National Institute for Occupational Safety and Health (NIOSH), American National Standards Institute (ANSI), Occupational Safety and Health Administration (OSHA), Environmental Protective Agency (EPA) and state PPE standards and guidelines.

705.6.1 RESPIRATORY PROTECTION USE

Designated members may be issued respiratory PPE based on the member's assignment (e.g., a narcotics investigator who is involved in clandestine lab investigations).

Respiratory PPE may be worn when authorized by a scene commander who will determine the type and level of protection appropriate at a scene based upon an evaluation of the hazards present.

Scene commanders are responsible for monitoring members using respiratory PPE and their degree of exposure or stress. When there is a change in work area conditions or when a member's degree of exposure or stress may affect respirator effectiveness, the scene commander shall reevaluate the continued effectiveness of the respirator and direct the member to leave the respirator use area when the scene commander reasonably believes (29 CFR 1910.134; 620 I.A.C. 1-1-1):

(a) It is necessary for the member to wash his/her face and the respirator facepiece to prevent eye or skin irritation associated with respirator use.

(b) The member detects vapor or gas breakthrough, or there is a change in breathing resistance or leakage of the facepiece.

(c) The member needs to replace the respirator, filter, cartridge or canister.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

705.6.2 MEMBER RESPONSIBILITIES FOR RESPIRATORY PROTECTION

Members shall not use self-contained breathing apparatus (SCBA), full-face respirators or cartridge respirators unless they have completed training requirements for the equipment.

Members exposed to environments that are reasonably known to be harmful due to gases, smoke or vapors shall use respiratory PPE.

Members using respiratory PPE shall (29 CFR 1910.134; 620 I.A.C. 1-1-1):

(a) Ensure that they have no facial hair between the sealing surface of the facepiece and the face that could interfere with the seal or the valve function. Members also shall ensure that they have no other condition that will interfere with the face-to-facepiece seal or the valve function.

(b) Not wear corrective glasses, goggles or other PPE that interferes with the seal of the facepiece to the face, or that has not been previously tested for use with that respiratory equipment.

(c) Perform a user seal check per office-approved procedures recommended by the respirator manufacturer each time they put on a tight-fitting respirator.

(d) Leave a respiratory use area whenever they detect vapor or gas breakthrough, changes in breathing resistance or leakage of their facepiece and ensure that the respirator is replaced or repaired before returning to the affected area.

705.6.3 GAS MASK

Full-face air-purifying respirators, commonly referred to as gas masks, may be fitted with mechanical pre-filters or combination cartridge/filter assemblies for use in areas where gases, vapors, dusts, fumes or mists are present. Members must identify and use the correct cartridge based on the circumstances (29 CFR 1910.134; 620 I.A.C. 1-1-1).

A scene commander may order the use of gas masks in situations where the use of a SCBA is not necessary. These incidents may include areas where tear gas has or will be used or where a vegetation fire is burning. Gas masks shall not be used if there is a potential for an oxygen-deficient atmosphere.

Members shall ensure their gas mask filters are replaced whenever:

(a) They smell, taste or are irritated by a contaminant.

(b) They experience difficulty breathing due to filter loading.

(c) The cartridges or filters become wet.

(d) The expiration date on the cartridges or canisters has been reached.

705.6.4 RESPIRATOR FIT TESTING

No member shall be issued respiratory PPE until a proper fit testing has been completed by a designated member or contractor (29 CFR 1910.134; 620 I.A.C. 1-1-1).

After initial testing, fit testing for respiratory PPE shall be repeated (29 CFR 1910.134; 620 I.A.C. 1-1-1):

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) At least once every 12 months.

(b) Whenever there are changes in the type of SCBA or facepiece used.

(c) Whenever there are significant physical changes in the user (e.g., obvious change in body weight, scarring of the face seal area, dental changes, cosmetic surgery or any other condition that may affect the fit of the facepiece seal).

All respirator fit testing shall be conducted in negative-pressure mode.

705.6.5 RESPIRATORY MEDICAL EVALUATION QUESTIONNAIRE
No member shall be issued respiratory protection that forms a complete seal around the face until (29 CFR 1910.134; 620 I.A.C. 1-1-1):

(a) The member has completed a medical evaluation that includes a medical evaluation questionnaire.

(b) A physician or other licensed health care professional has reviewed the questionnaire.

(c) The member has completed any physical examination recommended by the reviewing physician or health care professional.

705.7 RECORDS

The Records Department is responsible for maintaining records of all:

(a) PPE training.

(b) Initial fit testing for respiratory protection equipment.

(c) Annual fit testing.

(d) Respirator medical evaluation questionnaires and any subsequent physical examination results.

1. These records shall be maintained in a separate confidential medical file.

The records shall be maintained in accordance with the established records retention schedule (29 CFR 1910.134; 620 I.A.C. 1-1-1).

705.8 TRAINING

Members should be trained in the respiratory and other hazards to which they may be potentially exposed during routine and emergency situations.

All members shall be trained in the proper use and maintenance of PPE issued to them, including when the use is appropriate; how to put on, remove and adjust PPE; how to care for the PPE; and the limitations (29 CFR 1910.132; 620 I.A.C. 1-1-1).

Members issued respiratory PPE shall attend annual training on the proper use of respiratory protection devices (29 CFR 1910.134; 620 I.A.C. 1-1-1).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Credit Card Policy

706.1 PURPOSE

The purpose of this policy is to establish basic guidelines for the use of office issued credit cards.

706.2 POLICY

All office personnel shall follow the procedure for the guidelines stated below. Members shall be issued for their respective take-home vehicles two fuel credit cards. These credit cards are ONLY to be used to purchase fuel.

The two credit cards issued to the members are the Wrights Express credit card and the Co-Alliance credit card. Co-Alliance can only be used in Boone County. Wrights Express can be used at any participating fuel station.

Certain specialty vehicles (e.g.; transport van, SRT truck) have fuel cards issued to the vehicle

There shall be three office issued standard credit cards. These credit cards will be issued to the Sheriff, Chief Deputy, Operations Commander, and Matron.

The use of these credit cards are closely monitored and audited monthly with monthly detailed reports from each company.

706.3 PROCEDURE

(a) Each fuel credit card is to be used only to purchase fuel

(b) The Co-Alliance credit card will be used in Boone County.This credit card is part of the county fuel bid price as negotiated with the Boone County Commissioners

(c) The Wrights Express credit card can be utilized outside of Boone County only if on official office business

(d) NO personal purchases are allowed on any of the office issued fuel credit cards

(e) Each company will submit monthly reports by mileage of each fuel purchase

(f) Each report will be monitored by the administrative staff each month

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chapter 8 - Support Services

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Crime Analysis

800.1 PURPOSE AND SCOPE

This policy provides guidelines for utilizing crime analysis to support the overall law enforcement efforts of the Boone County Sheriff's Office. It addresses the collection and dissemination of crime analysis data that is useful to long-range planning and that can assist in identifying enforcement priorities, strategies and tactics.

800.2 POLICY

It is the policy of the Boone County Sheriff's Office to utilize crime analysis as a tool in crime control and prevention efforts. This entails gathering, analyzing and correlating data to effectively deploy the resources of this office.

800.3 DATA SOURCES

Crime analysis data is extracted from many sources including, but not limited to, the following:

- Crime reports
- Field Contacts
- Parole and probation records
- Activity records from the Communication Center
- Indiana Intelligence Fusion Center
- Indiana Criminal Justice Institute

800.4 CRIME ANALYSIS FACTORS

The following minimum criteria should be used in collecting data for crime analysis:

- Frequency by type of crime
- Geographic factors
- Temporal factors
- Victim and target descriptors
- Suspect descriptors
- Suspect vehicle descriptors
- Modus operandi factors
- Physical evidence information

800.5 CRIME ANALYSIS DISSEMINATION

Information developed through crime analysis should be disseminated to the appropriate divisions or members on a timely basis. Information that is relevant to the operational or tactical plans of

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

specific line members should be sent directly to them. Information relevant to the development of office strategic plans should be provided to the appropriate command staff members.

When information pertains to tactical and strategic plans, it should be provided to all affected members.

In addition to internal distribution, the Administration Commander should ensure that data and analysis is disseminated as needed to community stakeholders upon approval by the Sheriff or the authorized designee.

800.5.1 EXTERNAL DISTRIBUTION

The external distribution of crime data and analysis is disseminated at the discretion of the Sheriff or the authorized designee.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

the Communication Center

801.1 PURPOSE AND SCOPE

This policy establishes guidelines for the basic functions of the Communication Center. It addresses the immediate information needs of the Office in the course of its normal daily activities and during emergencies.

801.2 POLICY

It is the policy of the Boone County Sheriff's Office to provide 24-hour telephone service to the public for information and for routine or emergency assistance. The Office provides two-way radio capability for continuous communication between the Communication Center and office members in the field.

801.3 THE COMMUNICATION CENTER SECURITY

The communications function is vital and central to all emergency service operations. The safety and security of the Communication Center, its members and its equipment must be a high priority. Special security procedures should be established in a separate operations manual for the Communication Center.

Access to the Communication Center shall be limited to the Communication Center members, the Shift Supervisor, command staff and office members with a specific business-related purpose.

801.4 RESPONSIBILITIES

801.4.1 911 DIRECTOR

The Sheriff shall appoint and delegate certain responsibilities to a 911 Director. The 911 Director is directly responsible to the Enforcement Commander or the authorized designee.

The responsibilities of the 911 Director include but are not limited to:

(a) Overseeing the efficient and effective operation of the Communication Center in coordination with other supervisors.

(b) Scheduling and maintaining communication officer time records.

(c) Supervising, training, and evaluating communication officers.

(d) Ensuring the radio and telephone recording system is operational.

1. Recordings shall be maintained in accordance with the established records retention schedule and as required by law.

(e) Processing requests for copies of the Communication Center information for release.

(f) Maintaining the Communication Center database systems.

(g) Maintaining and updating the Communication Center procedures manual.

1. Procedures for specific types of crime reports may be necessary. For example, specific questions and instructions may be necessary when talking with a victim

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

of a sexual assault to ensure that his/her health and safety needs are met, as well as steps that he/she may take to preserve evidence.

2. Ensuring communication officer compliance with established policies and procedures.

(h) Handling internal and external inquiries regarding services provided and accepting personnel complaints in accordance with the Personnel Complaints Policy.

(i) Maintaining a current contact list of County personnel to be notified in the event of a utility service emergency.

See attachment: BOONE COUNTY COMMUNICATIONS CENTER SOGs

801.4.2 ADDITIONAL PROCEDURES

The 911 Director should establish procedures to ensure:

(a) Recording all telephone and radio communications and playback issues.

(b) Storage and retention of recordings.

(c) Security of audio recordings (e.g., passwords, limited access, authorized reviewers, preservation of recordings past normal retention standards).

(d) Availability of current information for communication officers (e.g., Shift Supervisor contact, rosters, member tracking methods, member contact, maps, emergency providers, tactical dispatch plans).

(e) Assignment of field members and safety check intervals.

(f) Emergency Medical Dispatch (EMD) instructions.

(g) Procurement of external services (e.g., fire suppression, ambulances, aircraft, tow trucks, taxis).

(h) Protection of essential equipment (e.g., surge protectors, gaseous fire suppression systems, uninterruptible power systems, generators).

1. Testing, at least quarterly, and documentation of backup generators and alternative communications methods.

(i) Protection of radio transmission lines, antennas and power sources for the Communication Center (e.g., security cameras, fences).

(j) Handling misdirected, silent and hang-up calls.

(k) Handling private security alarms, if applicable.

(l) Radio interoperability issues.

801.4.3 COMMUNICATIONS OFFICERS

Communications Officers report to the communications shift supervisor.

The responsibilities of the communication officer include but are not limited to:

(a) Receipt and handling of all incoming and transmitted communications, including:

1. Emergency 9-1-1 lines.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

2. Business telephone lines.
3. Telecommunications Device for the Deaf (TDD)/Text Telephone (TTY) equipment.
4. Radio communications with office members in the field and support resources (e.g., fire department, emergency medical services (EMS), allied agency law enforcement units).
5. Other electronic sources of information (e.g., text messages, digital photographs, video).

(b) Documenting the field activities of office members and support resources (e.g., fire department, EMS, allied agency law enforcement units).

(c) Inquiry and entry of information through the Communication Center, office, and other law enforcement database systems (e.g., Bureau of Motor Vehicles, National Crime Information Center, Indiana Data and Communications Center).

(d) Monitoring office video surveillance systems.

(e) Maintaining the current status of members in the field, their locations, and the nature of calls for service.

(f) Notifying the Shift Supervisor of emergency activity, including but not limited to:

1. Vehicle pursuits.
2. Foot pursuits.
3. Assignment of emergency response.

801.5 CALL HANDLING

This office provides members of the public with access to the 9-1-1 system for a single emergency telephone number.

When a call for services is received, the communication officer will reasonably and quickly attempt to determine whether the call is an emergency or non-emergency, and shall quickly ascertain the call type, location and priority by asking four key questions:

- Where?
- What?
- When?
- Who?

If the communication officer determines that the caller has a hearing and/or speech impairment or disability, he/she shall immediately initiate a connection with the individual via available TDD/TTY equipment or Telephone Relay Service (TRS), as mandated by the Americans with Disabilities Act (ADA).

If the communication officer determines that the caller is a Limited English Proficiency (LEP) individual, the communication officer should quickly determine whether sufficient information can

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

be obtained to initiate an appropriate response. If language assistance is still needed, the language is known and a language-appropriate authorized interpreter is available in the Communication Center, the communication officer should immediately connect the LEP caller to the authorized interpreter.

If no authorized interpreter is available or the communication officer is unable to identify the caller's language, the communication officer will contact the contracted telephonic interpretation service and establish a three-party call connecting the communication officer, the LEP individual and the interpreter.

Communications Officers should be courteous, patient and respectful when dealing with the public.

801.5.1 EMERGENCY CALLS

A call is considered an emergency when there is an immediate or potential threat to life or serious property damage, and the timely arrival of public safety assistance is of the utmost importance. A person reporting an emergency should not be placed on hold until the communication officer has obtained all necessary information to ensure the safety of the responding office members and affected individuals.

Emergency calls should be dispatched immediately. The Shift Supervisor shall be notified of pending emergency calls for service when office members are unavailable for dispatch.

801.5.2 NON-EMERGENCY CALLS

A call is considered a non-emergency call when there is no immediate or potential threat to life or property. A person reporting a non-emergency may be placed on hold, if necessary, to allow the communication officer to handle a higher priority or emergency call.

The reporting person should be advised if there will be a delay in the communication officer returning to the telephone line or when there will be a delay in the response for service.

801.5.3 PRIVATE SECURITY ALARMS

The Boone County Sheriff's Office does not monitor security alarms. The communication officer should utilize information supplied by the security company to determine whether the call is an emergency and proceed to dispatch the call consistent with this policy. Deputies should respond accordingly (see the Deputy Response to Calls Policy).

801.6 RADIO COMMUNICATIONS

The sheriff's radio system is for official use only, to be used by communication officers to communicate with office members in the field. All transmissions shall be professional and made in a calm, businesslike manner, using proper language and correct procedures. Such transmissions shall include but are not limited to:

(a) Members acknowledging the communication officer with their radio identification call signs and current location.

(b) Communications Officers acknowledging and responding promptly to all radio transmissions.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Members keeping the communication officer advised of their status and location.

(d) Member and communication officer acknowledgements shall be concise and without further comment unless additional information is needed.

The 911 Director shall be notified of radio procedure violations or other causes for complaint. All complaints and violations will be investigated and reported to the complainant's supervisor and processed through the chain of command.

801.6.1 REQUIRED COMMUNICATION CAPABILITIES
The Office shall maintain 24-hour radio capabilities between the Communication Center and on-duty members.

801.6.2 FEDERAL COMMUNICATIONS COMMISSION COMPLIANCE
Boone County Sheriff's Office radio operations shall be conducted in accordance with Federal Communications Commission (FCC) procedures and requirements.

801.6.3 RADIO IDENTIFICATION
Radio call signs are assigned to office members based on factors such as duty assignment, uniformed patrol assignment and/or member identification number. Communications Officers shall identify themselves on the radio with the appropriate station name or number, and identify the office member by his/her call sign. Members should use their call signs when initiating communication with the communication officer. The use of the call sign allows for a brief pause so that the communication officer can acknowledge the appropriate office member. Members initiating communication with other law enforcement or support agencies shall use their entire radio call sign, which includes the office station name or number.

801.7 DOCUMENTATION

It shall be the responsibility of the Communication Center to document all relevant information on calls for service or self-initiated activity. Communications Officers shall attempt to elicit, document and relay as much information as possible to enhance the safety of the member and assist in anticipating conditions that may be encountered at the scene. Desirable information would include, at a minimum, the following:

- Incident control number
- Date and time of request
- Name and address of the reporting person, if possible
- Type of incident reported
- Involvement of weapons, drugs and/or alcohol
- Location of incident reported
- Identification of members assigned as primary and backup
- Time of dispatch

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Time of the responding member’s arrival
- Time of member’s return to service
- Disposition or status of reported incident

801.8 CONFIDENTIALITY

Information that becomes available through the Communication Center may be confidential or sensitive in nature. All the Communication Center members shall treat information that becomes known to them as confidential and release that information in accordance with the Protected Information Policy.

Automated data, such as Bureau of Motor Vehicles records, warrants, criminal history information, records of internal sheriff's files or medical information, shall only be made available to authorized law enforcement personnel. Prior to transmitting confidential information via the radio, an admonishment shall be made that confidential information is about to be broadcast.

801.9 TRAINING AND CERTIFICATION

Communications Officers who provide telephone cardiopulmonary resuscitation (T-CPR) instructions to callers should receive the statutorily mandated training and refresher training (I.C. § 36-8-25-5).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Crime Scene Investigation Division

802.1 PURPOSE AND SCOPE

This policy provides guidelines for the proper processing, storage, security and disposition of evidence and other property. This policy also provides for the protection of the chain of custody and identifies those persons authorized to remove and/or destroy property.

802.1.1 DEFINITIONS

Definitions related to this policy include:

Property - All articles placed in secure storage within the Crime Scene Investigation Division, including the following:

- Evidence - Items taken or recovered in the course of an investigation that may be used in the prosecution of a case, including electronic or digital files, photographs and latent fingerprints.
- Found property - Items found by members of the Office or the public that have no apparent evidentiary value and where the owner cannot be readily identified or contacted.
- Safekeeping - Items received by the Office for safekeeping, such as a firearm, the personal property of an arrestee that has been not taken as evidence and items taken for safekeeping under authority of law.

802.2 POLICY

It is the policy of the Boone County Sheriff's Office to process and store all property in a manner that will protect it from loss, damage or contamination, while maintaining documentation that tracks the chain of custody, the location of property and its disposition.

802.3 CRIME SCENE INVESTIGATION DIVISION MANAGEMENT RESPONSIBILITIES

The Crime Scene Investigator/Evidence Supervisor is responsible for the management of the Crime Scene Investigation Division and the Boone County Gun Liaison Program. The Crime Scene Investigator/Evidence Supervisor should designate a crime scene investigator to assist with documenting, classifying, storing, tracking and disposing of property received by or managed by the Crime Scene Investigation Division.

The Crime Scene Investigator/Evidence Supervisor should ensure:

(a) Procedures are established to preserve the safety, security and chain of custody for all property received or handled by the Crime Scene Investigation Division.

(b) Property and evidence facilities include:

1. A package, submission and intake area separate from the secure storage area.
2. Separate secure storage areas for controlled substances/narcotics and dangerous drugs, firearms, cash and hazardous materials.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

3. Adequate ventilation systems to manage air quality around controlled substances/narcotics and dangerous drugs and hazardous materials areas.
4. Adequate freezer storage with temperature controls that include remote notification or an alarm system.
5. A secure area for drying moist items (e.g., items stained with bodily fluids) before packaging.
6. An orderly system for numbering and storing property/evidence being retained by the property room should be provided.

(c) Facility security and access control, including separate secure access (which may include video surveillance) for controlled substances/narcotics and dangerous drugs, firearms and cash storage areas.

(d) Emergency planning, to include consideration of emergency response (e.g., hazardous spills, fires, floods), protective equipment for personnel, lighting, ventilation and the continuity of operations if the facility must be evacuated or moved.

(e) Procedures are established for packaging, submission, storage and disposition of all property, as well as items requiring special packaging such as:

1. Bicycles
2. Biological items
3. Cash
4. Controlled substances/narcotics and dangerous drugs
5. Explosives, ammunition and fireworks
6. Firearms and other weapons
7. Hazardous or flammable substances
8. Homicide evidence
9. Motor vehicles
10. Sharps
11. Items requiring refrigeration or freezing

(f) Appropriate property management forms and automated systems are developed and available as appropriate.

(g) Procedures for conducting inventories are developed.

(h) Issues identified through any audits or inspections are appropriately addressed.

Boone County Sheriff's Office Procedure Manual: PROPERTY ROOM DESIGN AND LAYOUT

Boone County Sheriff's Office Procedure Manual: TEMPORARY STORAGE OF EVIDENCE

Boone County Sheriff's Office Procedure Manual: CHAIN OF CUSTODY

Boone County Sheriff's Office Procedure Manual: BOONE COUNTY GUN LIAISON PROGRAM

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

See attachment: CSI Call Out Policy

802.4 CRIME SCENE INVESTIGATION DIVISION SECURITY

The Crime Scene Investigation Division shall maintain secure storage and control of all property in the custody of this office. A crime scene investigator and an alternate crime scene investigator shall be appointed by and will be directly responsible to the Investigation Commander or the authorized designee. The crime scene investigator is responsible for the security of the Crime Scene Investigation Division.

802.4.1 REFUSAL OF PROPERTY

The crime scene investigator has the obligation to refuse any piece of property that is hazardous or that has not been properly documented or packaged. Should the crime scene investigator refuse an item of property, he/she shall maintain secure custody of the item in a temporary property locker or other safe location and inform the submitting member's supervisor of the reason for refusal and the action required for acceptance into the Crime Scene Investigation Division.

802.4.2 KEY CONTROL

Crime Scene Investigation Division keys should be maintained by the crime scene investigator and members assigned to the Crime Scene Investigation Division. An additional set of keys should be kept in a sealed and initialed envelope in an after-hours key box. Crime Scene Investigation Division keys shall not be loaned to anyone and shall be maintained in a secure manner. If a Crime Scene Investigation Division key is lost, all access points shall be re-keyed and new keys issued as necessary. After-hours access to the Crime Scene Investigation Division via the additional set of keys must be documented in a memorandum and submitted to the Investigation Commander as soon as practicable.

802.4.3 ACCESS

Only authorized members assigned to the Crime Scene Investigation Division shall have access to property storage areas. Any individual who needs to enter a property storage area (e.g., maintenance or repair contractors) must be approved by the Investigation Commander and accompanied by the crime scene investigator. Each individual must sign the Crime Scene Investigation Division access log and indicate:

(a) The date and time of entry and exit.

(b) The purpose for access, including the specific case or property number.

Each access log entry shall be initialed by the accompanying office member.

802.5 PROPERTY HANDLING

The member who first comes into possession of any property is generally responsible for the care, custody and control of such property until it is transferred to the crime scene investigator and/or processed and placed in a temporary property locker or storage area. Care shall be taken to maintain the chain of custody for all items of evidence.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Whenever property is taken from an individual, a property receipt form will be completed. The receipt shall describe the property and contain a notice on how to retrieve the property from the Office. A copy of the property receipt form shall be given to the individual from whom the property was taken.

802.5.1 PROCESSING AND PACKAGING

All property must be processed by the responsible member prior to the member going off-duty, unless otherwise approved by a supervisor. Members shall process and package property as follows:

(a) A property form shall be completed describing each item. List all known information, including the following:

1. Serial number
2. Owner's name
3. Finder's name
4. Other identifying information or marking
5. An explanation of how the property came into the member's possession.

(b) Each item shall be marked with the member's initials and the date processed using a method that will not damage, deface, degrade, or devalue the item. Items too small or too delicate to mark should be individually packaged and labeled and the package marked with the member's initials and date.

(c) Property shall be packaged in a container suitable for its size.

(d) A property tag shall be completed and attached to the property or container in which the property is stored.

(e) The case number shall be indicated on the property tag and the container.

(f) The property form, without the hard card portion (property control card), shall be submitted with the case report.

(g) The property control card shall be submitted with the property directly to the crime scene investigator or placed in a temporary property locker. Items too large to fit in a temporary property locker may be placed in a designated storage area that can be secured from unauthorized entry, and the property control card placed in a temporary property locker.

802.5.2 EXCEPTIONAL PROCESSING

The following items require special consideration and shall be processed as follows, unless special conditions dictate a reasonable deviation:

Alcoholic beverages - Shall be photographed and destroyed. In rare situations when a sample of the alcohol is necessary for prosecution, retain one unopened container (bottle, can, etc.), photograph and destroy the remainder as approved by the prosecutor.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Bicycles - Bicycles and bicycle frames shall have a property tag securely attached and should be placed in the bicycle storage area.

Biological and related items - Evidence that may contain biological samples shall be indicated as such on the property form.

Property stained with bodily fluids, such as blood or semen, shall be air-dried in a secure location (e.g., locked drying cabinet) prior to processing.

Items of evidence collected from a crime scene that require specific storage requirements pursuant to laboratory processing shall have such storage requirements clearly indicated on the property form.

Items that are potential biohazards shall be appropriately packaged and procedures should be in place to ensure the timely delivery of blood and other perishable evidence to refrigerated storage or a laboratory. Potential biohazards shall be marked “Biohazard” to reduce the risk of exposure or contamination.

Sexual Assault Kits no longer need to be stored in a refrigerator. If a kit is collected, a Crime Scene Investigator should be notified immediately so the item can be appropriately processed.

Cash - Currency shall be counted by at least two individuals or be counted under video surveillance. The Currency Form must be filled out anytime money is being submitted regardless of amount.

Explosives and fireworks - Fireworks, explosives, highly flammable items including gasoline must be placed in the wash bay and outside the Property Room Door.A Crime Scene Investigator should be notified immediately so the item can be properly stored. These items should be clearly marked with an evidence tag noting the Case Number and Evidence ID number.

Firearms and other weapons - Firearms must be unloaded before being placed in a gun box. If a magazine is loaded, it needs to be removed from the firearm, but the bullets can remain in the magazine. Loose bullets must be placed in an envelope or plastic bag and placed inside the box with the firearm. Knife boxes should be used to package knives.

Seized firearms should not be marked for identification or other purposes (I.C. § 35-47-14-12).

Government property - License plates that have not been reported stolen or are of no evidentiary value should be placed in the designated container for return to the Bureau of Motor Vehicles. No formal property processing is required.

County property that is of no evidentiary value should be released directly to the appropriate County department. No formal property processing is required.

If no responsible County personnel can be located, the property should be held for safekeeping.

Photographs - All photographs or video taken at any scene must be submitted to the case file in RMS or submitted to a Crime Scene Investigator for entry to the electronic case file on the secure Evidence Drive

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Sharps - Syringe tubes should be used to package syringes and needles.

Boone County Sheriff's Office Procedure Manual: PACKAGING OF HAZARDOUS MATERIALS

Boone County Sheriff's Office Procedure Manual: PACKAGING OF SEXUAL ASSAULT KITS OR SUSPECT KIT

Boone County Sheriff's Office Procedure Manual: PACKAGING OF BIOLOGICAL ITEMS OF EVIDENCE

Boone County Sheriff's Office Procedure Manual: PACKAGING KNIVES

Boone County Sheriff's Office Procedure Manual: COLLECTION AND PACKAGING OF FIREARMS

Boone County Sheriff's Office Procedure Manual: PACKAGING OF CURRENCY

Boone County Sheriff's Office Procedure Manual: PACKAGING FOR SYRINGES, RAZOR BLADES OR OTHER SHARP OBJECTS ASSOCIATED WITH NARCOTICS

802.5.3 CONTROLLED SUBSTANCE/NARCOTICS AND DANGEROUS DRUGS

(a) Controlled substances/Narcotics and dangerous drugs shall not be packaged with other property, but shall be processed separately using a separate container.

(b) The member processing controlled substances/narcotics and dangerous drugs shall retain such property in his/her possession until it is weighed, packaged, tagged and placed in the designated controlled substances/narcotics and dangerous drugs locker.

(c) Prior to packaging and if the quantity allows, a presumptive test should be made on all suspected controlled substances/narcotics. If conducted, the result of the test shall be included in the crime report.

1. The member shall package controlled substances/narcotics and dangerous drugs as follows:

    (a) Maintain the property in the container in which it was seized and place it in a property envelope of appropriate size.

    (b) Seal and initial the property envelope and cover the initials with cellophane tape.

    (c) Weigh the property envelope to obtain the Gross Package Weight (GPW).

    (d) Write the GPW and then initial and date the outside of the package.

(d) When the quantity of controlled substances/narcotics and dangerous drugs exceeds the available safe storage capacity as determined by the crime scene investigator, the quantity shall be photographed and weighed.

(a) A representative sample of sufficient quantity to allow scientific analysis of the controlled substances/narcotics and dangerous drugs should be taken as allowed by state law and placed in a separate package or container.

(b) Excess quantities should be stored or disposed of as required by law or directed by court order.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) Marijuana with any perceptible moisture content shall be loosely packaged in a paper bag that allows for drying or shall be dried prior to storage. The crime scene investigator shall monitor stored marijuana for growth of mold.

(f) To facilitate the Indiana State Police Lab, if fingerprints are needed on a baggie or container holding narcotics or drugs.The drugs need to be removed and both are packaged separately.

(g) If a large quantity is recovered, notify a Crime Scene Investigator so it can be placed in the Property Room immediately.

Boone County Sheriff's Office Procedure Manual: PACKAGING OF MARIJUANA PLANTS OR GROWING PLANTS

Boone County Sheriff's Office Procedure Manual: 801.12 PACKAGING OF DRUGS OR NARCOTICS

Boone County Sheriff's Office Procedure Manual: PACKAGING OF PARAPHERNALIA

802.6 RECORDING OF PROPERTY

The crime scene investigator receiving custody of property shall ensure a property control card for each item or group of items is created. The property control card will be the permanent record of the property in the Crime Scene Investigation Division. The crime scene investigator will record on the property control card the crime scene investigator's signature, GPW if the package contains controlled substances/narcotics and dangerous drugs, the date and time the property was received, and where the property will be stored.

A unique property number shall be obtained for each item or group of items from the property log. This number shall be recorded on the property form, property tag, and the property control card. The property log shall document the following:

(a) Property number

(b) Case number

(c) Property tag number

(d) Item description

(e) Item storage location

(f) Receipt, release, and disposal dates

Any change in the location of property held by the Boone County Sheriff's Office shall be noted in the property log.

802.7 PROPERTY CONTROL

The crime scene investigator temporarily relinquishing custody of property to another person shall record on the property control card his/her signature, the date and time the property was released, the name and signature of the person accepting custody of the property and the reason for release.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Any member receiving property shall be responsible for such property until it is returned to the Crime Scene Investigation Division or released to another authorized person or entity.

The return of the property to the Crime Scene Investigation Division should be recorded on the property control card, indicating the date, the time, the name and the signature of the person who returned the property and the name and signature of the person to whom the property was returned.

802.7.1 EVIDENCE

Every time evidence is released or received, an appropriate entry on the property control card shall be completed to maintain the chain of custody. No evidence is to be released without first receiving written authorization from the Investigation Division supervisor or investigator.

The temporary release of evidence to members for investigative purposes or for court proceedings shall be noted on the property control card, stating the date, time and to whom it was released. Requests for items of evidence needed for court proceedings shall be submitted to the crime scene investigator at least one day prior to the court date.

Requests for laboratory analysis shall be completed on the appropriate lab form and submitted to the crime scene investigator. This request may be submitted any time after the property has been processed.

802.7.2 TRANSFER OF EVIDENCE TO CRIME LABORATORY

The crime scene investigator releasing items of evidence for laboratory analysis must complete the required information on the property control card. The transporting member will acknowledge receipt of the evidence by indicating the date and time on the property control card. The lab form will be transported with the evidence to the examining laboratory. Upon delivering the item, the member will record the delivery time on the lab form and the property control card, and obtain the signature of the person accepting responsibility for the evidence. The original copy of the lab form will remain with the evidence and a copy of the form will be returned to the Records Section for filing with the case.

All laboratory test results shall be documented and received in writing.

802.7.3 CONTROLLED SUBSTANCES/NARCOTICS AND DANGEROUS DRUGS

The Crime Scene Investigation Division will be responsible for the storage, control and destruction of all controlled substances/narcotics and dangerous drugs coming into the custody of this office. The GPW will be verified every time controlled substances/narcotics and dangerous drugs are checked in or out of the Crime Scene Investigation Division and any discrepancies noted on the outside of the package. Any change in weight should be immediately reported to the Crime Scene Investigator/Evidence Supervisor.

802.7.4 UNCLAIMED MONEY

The crime scene investigator shall submit an annual report, or more frequently as directed, regarding money that is presumed to have been abandoned to the Sheriff and the County

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

department responsible for auditing property. The crime scene investigator may deposit such money in compliance with existing laws upon receipt of proper authorization from the Sheriff.

802.8 RELEASE OF PROPERTY

No property should be released from the Crime Scene Investigation Division without documented authorization.

Release of property shall be made upon receipt of an authorized property release form, listing the name and address of the person to whom the property is to be released. The property release form shall be signed by the authorizing supervisor or investigator and must conform to the items listed in the electronic tracking system or must specify the specific items to be released. Release of all property shall be documented in the electronic tracking system.

Firearms or ammunition should only be released upon presentation of valid identification and authorized documents showing that the individual may legally possess the item (see the Release of Firearms in Storage subsection below).

All reasonable attempts shall be made to identify the rightful owner of found property and items held for safekeeping.

Found property and property held for safekeeping shall be retained for the period of time required by law. During such period, Crime Scene Investigation Division members shall attempt to contact the rightful owner by telephone and/or mail when sufficient identifying information is available. The final disposition of all such property shall be fully documented in the electronic tracking system.

Items not claimed after one (1) year may be auctioned.

A crime scene investigator shall release such property when the owner presents proper identification and an authorized property release form has been received. The signature of the person receiving the property shall be recorded in the electronic tracking system.

802.8.1 FIELD RELEASE OF PROPERTY

Members may release certain property or evidence in the field to the lawful owner if the property or evidence can be sufficiently documented with photography or other recording mechanism and release of the item will not compromise the case. Prior to release of any evidence, a property form should be completed as provided for in this policy.

The release of any evidence should be documented on a property release form which should include the signature of the recipient of the item as proof of the release. If the recipient refuses to sign for the item, the return should be audio/video recorded.

802.8.2 DISCREPANCIES

The Crime Scene Investigator/Evidence Supervisor shall be notified whenever a person alleges that there is a shortage or discrepancy regarding his/her property. The Crime Scene Investigator/Evidence Supervisor will interview the person claiming the shortage. The Crime Scene Investigator/Evidence Supervisor shall ensure that a search for the alleged missing items is completed and shall attempt to prove or disprove the claim.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

802.8.3 DISPUTED CLAIMS TO PROPERTY

Occasionally, more than one party may claim an interest in property being held by this office, and the legal rights of the parties cannot be clearly established. Such property shall not be released until one party has obtained a valid court order or establishes an undisputed right to the property.

All parties should be advised that their claims are civil. In extreme situations, legal counsel for this office should be contacted.

802.8.4 RELEASE OF FIREARMS IN STORAGE

The crime scene investigator shall facilitate the release and return of a stored firearm to the individual or a responsible third party upon receipt of a court order requiring return of a firearm that has been held in storage at the Office or at a office-contracted storage facility (I.C. § 35-47-14-3; I.C. § 35-47-14-6; I.C. § 35-47-14-10).

802.9 DESTRUCTION OR DISPOSAL OF PROPERTY

The Crime Scene Investigator/Evidence Supervisor shall approve the destruction or disposal of all property held by this office.

All evidence recovered or found where owners have been identified will be photographed and returned as soon as possible with permission of the Prosecutor’s Office.

All other evidence or found items that are not being held for trial will be put up for public auction or sealed bid after one (1) year as per Indiana Statute IC 32-9.

An exception to this requirement is that a sufficient amount of property must be collected in order to justify the expense of a public auction.

The following types of property shall be destroyed or disposed of in the manner and at the time prescribed by law, unless a different disposition is ordered by a court:

- Weapons or devices declared by law to be illegal to possess
- Controlled substances/narcotics or dangerous drugs declared by law to be illegal to possess without a legal prescription

Boone County Sheriff's Office Procedure Manual: REGULAR REVIEW OF PROPERTY AND EVIDENCE

Boone County Sheriff's Office Procedure Manual: DISPOSAL GUIDELINES

Boone County Sheriff's Office Procedure Manual: DISPOSAL OF FIREARMS

Boone County Sheriff's Office Procedure Manual: DISPOSAL OF AMMUNITION

Boone County Sheriff's Office Procedure Manual: DISPOSAL OF DRUGS/NARCOTICS/ PARAPHERNALIA

Boone County Sheriff's Office Procedure Manual: DISPOSAL OF HAZARDOUS MATERIALS

Boone County Sheriff's Office Procedure Manual: DISPOSAL OF CURRENCY

Boone County Sheriff's Office Procedure Manual: DISPOSAL FOR AUCTION

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

802.9.1 BIOLOGICAL EVIDENCE

The crime scene investigator shall ensure that no biological evidence held by this office is destroyed without adequate notification to the following persons, when applicable:

(a) The defendant

(b) The defendant's attorney

(c) The appropriate prosecutor and Attorney General

(d) Any sexual assault victim

(e) The Investigation Commander

Biological evidence shall be retained for a minimum period established by law (I.C. § 16-21-8-10; I.C. § 35-33-5-5; I.C. § 35-38-7-14), the expiration of the applicable statute of limitations, or the expiration of any sentence imposed related to the evidence, whichever time period is greater. Following the retention period, notifications should be made by certified mail and should inform the recipient that the evidence will be destroyed after a date specified in the notice unless a motion seeking an order to retain the sample is filed and served on this office within 90 days. A record of all certified mail receipts shall be retained in the appropriate file. Any objection to, or motion regarding, the destruction of the biological evidence should be retained in the appropriate file and a copy forwarded to the Investigation Commander.

Biological evidence related to a homicide shall be retained indefinitely and may only be destroyed with the written approval of the Sheriff and the head of the applicable prosecutor's office.

Biological evidence from an unsolved sexual assault should not be disposed of prior to expiration of the statute of limitations. Even after expiration of the applicable statute of limitations, the Investigation Commander should be consulted and the sexual assault victim should be notified.

802.9.2 MARIJUANA

At the first sign of mold growth, stored marijuana shall be photographed showing the mold growth. As soon as practicable, the crime scene investigator shall make efforts to lawfully destroy the contaminated marijuana, in compliance with this policy. The crime scene investigator should consult with the member assigned to the case investigation for authorization to destroy the remaining marijuana, after taking representative samples, and should request assistance from the appropriate prosecutor in obtaining a court order for immediate destruction.

802.9.3 BIOLOGICAL EVIDENCE FROM SEXUAL ASSAULT CASES

The Office should provide status and storage updates to the victim services division to the Indiana Criminal Justice Institute (Division), such as when a sample is returned or removed from the Crime Scene Investigation Division, via the web-based claims reimbursement and sexual assault examination kit tracking system (I.C. § 16-21-8-10; I.C. § 16-21-8-12).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

802.9.4 BIOLOGICAL EVIDENCE FROM VIOLENT OFFENSE CASES
The crime scene investigator is responsible for notifying the defendant and the defendant's attorney as set forth in I.C. § 35-33-5-5 when evidence related to a violent offense that could be subjected to DNA testing is removed from the Crime Scene Investigation Division.

802.10 PROPERTY AUDITS

802.10.1 INTERNAL AUDITS
The Captain of the Investigations Division or the authorized designee will audit the following types of property, along with the associated records, on a quarterly basis, in random groups of five:

(a) Firearms

(b) Currency/Valuables

(c) Drugs/Narcotics

(d)

(e) The items to be audited will be selected at random.

(f) A record shall be maintained of those items that are audited.

(g) A comparison of the description of the item written on the Property Record and Receipt with the actual item or the description on the container shall be made. Money or drugs shall not be opened, but seals inspected to verify the seals are intact.

The Captain of the Investigations Division or the authorized designee is responsible for the routine auditing of the practices and procedures outlined in this manual.

802.10.2 EXTERNAL AUDITS
The Sheriff or the authorized designee will conduct random audits on a quarterly basis. In addition, at least once a year, a captain from another division will also conduct an audit.

The audit should include randomly selected items for inspection.

(a) Reporting Procedures

1. All audit procedures must be reviewed and signed by the person conducting the audit as well as the Crime Scene Investigator(s).

2. Any discrepancies discovered during the audit must be noted in the report.

802.11 INVENTORIES

(a) The Crime Scene Investigators shall conduct a complete inventory at least once a year, anytime personnel changes are made, or when requested by the Sheriff, Chief Deputy or Captain of the Investigations Division.

(b) Every item placed into the Property Room must be accounted for.All storage areas and rooms shall be included in the inventory process.

(c) A copy of the inventory report shall be completed after each inventory and forwarded to the Captain of the Investigations Division. The report shall include any discrepancies

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

and list any missing items, after which the Captain of Investigations Division will make a determination if any investigation into the loss is warranted.

(d) Whenever any firearm, money or drugs are discovered missing, the Captain of Investigations Division shall immediately be notified, and an investigation ordered.

802.12 INSPECTIONS

(a) The Sheriff, Chief Deputy, or Captain of Investigations Division may conduct frequent unscheduled, unannounced inspections of the property room and property function as deemed appropriate.

(b) Periodic inspections are intended to supplement and support regularly scheduled audits and inventories.They shall not replace the audit and inventory requirements of this chapter.

802.13 INVESTIGATIVE OR TRAINING AIDS

Members shall obtain written permission from the Sheriff before using any evidentiary item or in-custody property item for office investigative or training purposes. Contraband items used also require written permission from the county prosecutor's office.

The Crime Scene Investigation Division shall verify that the evidence item is from a final adjudicated case, or the in-custody item has exceeded the required retention period and owner notification requirements have been met, with exceptions noted, if any.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Records Section

803.1 PURPOSE AND SCOPE

This policy establishes the guidelines for the operational functions of the Boone County Sheriff's Office Records Section. The policy addresses office file access and internal requests for case reports.

803.2 POLICY

It is the policy of the Boone County Sheriff's Office to maintain office records securely, professionally and efficiently.

803.3 RESPONSIBILITIES

803.3.1 MATRON

The Sheriff shall appoint and delegate certain responsibilities to an matron. The Matron shall be directly responsible to the Administration Commander or the authorized designee.

The responsibilities of the Matron include, but are not limited to:

(a) Overseeing the efficient and effective operation of the Records Section.

(b) Scheduling and maintaining Records Section time records.

(c) Supervising, training and evaluating Records Section staff.

(d) Maintaining and updating a Records Section procedure manual.

(e) Ensuring compliance with established policies and procedures.

(f) Supervising the access, use and release of protected information (see the Protected Information Policy)

The Administration Commander is responsible for establishing security and access protocols for case reports designated as sensitive, where additional restrictions to access have been implemented. Sensitive reports may include, but are not limited to:

(a) Homicides

(b) Cases involving office members or public officials

(c) Any case where restricted access is prudent

803.3.2 RECORDS SECTION

The responsibilities of the Records Section include but are not limited to:

(a) Maintaining a records management system for case reports.

1. The records management system should include a process for numbering, identifying, tracking, and retrieving case reports.

(b) Entering case report information into the records management system.

1. Modification of case reports shall only be made when authorized by a supervisor.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Providing members of the Office with access to case reports when needed for investigation or court proceedings.

(d) Maintaining compliance with federal, state, and local regulations regarding reporting requirements of crime statistics (I.C. § 10-13-2-6).

(e) Maintaining compliance with federal, state, and local regulations regarding criminal history reports and auditing (I.C. § 10-13-2-6).

(f) Identifying missing case reports and notifying the responsible member's supervisor.

(g) Establishing a process for collecting and submitting data to appropriate federal data collection authorities (e.g., FBI National Use-of-Force Data Collection, U.S. Department of Justice's National Law Enforcement Accountability Database), as applicable, for the following types of occurrences:

1. Deputy suicides
2. Deputy misconduct
3. Uses of force
4. Deputy deaths or assaults
5. Crime incidents, including bias (hate) crimes
6. Deaths in custody

803.3.3 WARRANT AND WANTED PERSONS FILES

The Communications Section is responsible for maintaining a warrant and wanted persons file. This includes:

(a) Criteria for entering warrants in regional, state or federal information systems.

(b) Criteria for receiving information from other jurisdictions.

(c) Recording information into office files.

(d) Verifying information.

(e) Canceling information.

(f) Ensuring 24-hour access to warrants.

803.4 FILE ACCESS AND SECURITY

The security of files in the Records Section must be a high priority and shall be maintained as mandated by state or federal law. All case reports including but not limited to initial, supplemental, follow-up, evidence, and any other reports related to a sheriff's office case, including field interview (FI) cards, criminal history records, and publicly accessible logs, shall be maintained in a secure area within the Records Section, accessible only by authorized members of the Records Section. Access to case reports or files when Records Section staff is not available may be obtained through the Shift Supervisor.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The Records Section will also maintain a secure file for case reports and records (e.g., juvenile, confidential) deemed by the Sheriff as sensitive or otherwise requiring extraordinary access restrictions.

803.4.1 ORIGINAL CASE REPORTS

Generally, original case reports shall not be removed from the Records Section. Should an original case report be needed for any reason, the requesting office member shall first obtain authorization from the Investigation Commander. All original case reports removed from the Records Section shall be recorded on a designated report check-out log, which shall be the only authorized manner by which an original case report may be removed from the Records Section.

All original case reports to be removed from the Records Section shall be photocopied and the photocopy retained in the file location of the original case report until the original is returned to the Records Section. The photocopied report shall be shredded upon return of the original report to the file.

803.4.2 COMPUTERIZED RECORDS

The Sheriff or the authorized designee is designated as the administrator of the computerized central records system and should develop security measures for the protection of computerized records maintained by the Records Section, including:

(a) Restricted access to the computerized system with the use of passwords.

(b) Physical protections for computers and/or servers.

(c) Procedures for data-backup and recovery, if needed.

803.5 CONFIDENTIALITY

Records Section staff has access to information that may be confidential or sensitive in nature. Records Section staff shall not access, view or distribute, or allow anyone else to access, view or distribute any record, file or report, whether in hard copy or electronic file format, or any other confidential, protected or sensitive information except in accordance with the Records Maintenance and Release and Protected Information policies and the Records Section procedure manual.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Records Maintenance and Release

804.1 PURPOSE AND SCOPE

This policy provides guidance on the maintenance and release of office records. Protected information is separately covered in the Protected Information Policy.

804.2 POLICY

The Boone County Sheriff's Office is committed to providing public access to records in a manner that is consistent with the Indiana Public Records Act (I.C. § 5-14-3-1 et seq.).

804.3 CUSTODIAN OF RECORDS RESPONSIBILITIES

The Sheriff shall designate a Custodian of Records. The responsibilities of the Custodian of Records include but are not limited to:

(a) Managing the records management system for the Office, including the retention, archiving, release, and destruction of office public records.

1. The retention and disposal of public records shall be in accordance with I.C. § 5-15-1-1 et seq. and the Indiana Archives and Records Administration (IARA) schedule for Public Safety Agencies.

(b) Maintaining and updating the office records retention schedule, including:

1. Identifying the minimum length of time the Office must keep records.
2. Identifying the office division responsible for the original record.

(c) Establishing rules regarding the inspection and copying of office public records as reasonably necessary for the protection of such records and to regulating any material interference with the regular discharge of the functions or duties of the Office and its members (I.C. § 5-14-3-7).

(d) Identifying records or portions of records that are confidential under state or federal law and not open for inspection or copying.

(e) Establishing rules regarding the processing of subpoenas for the production of records.

(f) Ensuring the availability of a current schedule of fees for public records as allowed by law is available (I.C. § 5-14-3-8).

(g) Ensuring a daily log is maintained that lists suspected crimes, accidents, or complaints and makes available information relating to arrests, summons, and jailed persons as required by I.C. § 5-14-3-5.

804.4 PROCESSING REQUESTS FOR PUBLIC RECORDS

Any office member who receives a request for any record shall route the request to the Custodian of Records or the authorized designee.

Members who are unsure about the confidential nature of any particular record or information should ask their direct supervisor or the Sheriff for clarification, who may refer the applicability

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

of any of the foregoing exceptions to the attorney representing Boone County. Members will be subject to appropriate disciplinary action, up to and including dismissal, for knowingly or unknowingly divulging or releasing information or records of a confidential nature.

804.4.1 REQUESTS FOR RECORDS

The processing of requests for any record is subject to the following:

(a) All requests for public records shall be in writing or on a form supplied by the Office and shall identify with reasonable particularity the record being requested (I.C. § 5-14-3-3).

(b) A written response shall be provided to the requester within seven days.

(c) Within a reasonable time after the request, the Custodian of Records or the authorized designee shall make records or copies available to the requester as provided by I.C. § 5-14-3-3.

(d) Copies of electronic data may be provided in the medium requested if it is compatible with the office's system (I.C. § 5-14-3-3).

(e) The Office is not required to create records that do not exist.

(f) When a record contains material with release restrictions and material that is not subject to release restrictions, the restricted material shall be redacted and the unrestricted material released (I.C. § 5-14-3-6).

1. A copy of the redacted release should be maintained in the case file for proof of what was actually released and as a place to document the reasons for the redactions. If the record is audio/video, a copy of the redacted audio/video release should be maintained in the office-approved media storage system and a notation should be made in the case file to document the release and the reasons for the redacted portions.

804.4.2 DENIALS

The denial of a written request for records shall (I.C. § 5-14-3-9):

(a) Be made within seven days of receipt of the request.

(b) Be in writing.

(c) Include the reason for the denial.

(d) Contain a citation to the specific authority that authorizes the denial.

(e) Contain the name and position title of the person denying the request.

804.5 RELEASE RESTRICTIONS

Examples of release restrictions include:

(a) Any personal identifying information, including an individual's photograph; Social Security and driver identification numbers; name, address, and telephone number; and medical or disability information that is contained in any driver's license record, motor vehicle record, or any office record, including traffic accident reports, is restricted except as authorized by the Office, and only when such use or disclosure is permitted

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

or required by law to carry out a legitimate law enforcement purpose (18 USC § 2721; 18 USC § 2722; I.C. § 5-14-3-4).

(b) Personnel files and files of applicants except for names; compensation; job title; business address and telephone number; job description; education and training background; previous work experience or dates of first and last employment of present or former members; information relating to the status of any formal charges against a member; and the factual basis for a disciplinary action in which final action has been taken and that resulted in the member being suspended, demoted, or discharged (I.C. § 5-14-3-4).

1. Job titles and job descriptions of deputies shall remain confidential (I.C. § 5-14-3-4.3).
2. The home address, telephone number, and contact information of a deputy shall remain confidential (I.C. § 5-14-3-4(b)(19)).
3. If a deputy is operating undercover, the name, compensation, business address and telephone number, education and training background, previous work experience, or dates of first employment shall also remain confidential.

(c) Records that are either intra-agency/interagency advisories or deliberative material that are expressions of opinion or of a speculative nature and that are communicated for the purpose of making a decision (I.C. § 5-14-3-4).

(d) Work product of an attorney for the Office (I.C. § 5-14-3-4).

(e) Administrative or technical information that would jeopardize a record keeping or security system (I.C. § 5-14-3-4).

(f) The telephone number and address of a complainant contained in office records except if the address is the location of the suspected crime, infraction, accident, or complaint reported (I.C. § 5-14-3-4).

(g) Records requested by an offender that contain personal information about a correctional officer, law enforcement officer, judge, the victim of a crime, or a family member of any of the preceding (I.C. § 5-14-3-4).

(h) Certain law enforcement juvenile-related records (I.C. § 31-39-3-4).

(i) Investigatory records (I.C. § 5-14-3-2(i); I.C. § 5-14-3-4).

(j) Criminal intelligence information (I.C. § 5-14-3-2(c); I.C. § 5-14-3-4).

(k) Certain types of reports involving but not limited to child abuse and molestation (I.C. § 31-33-18-1; I.C. § 31-33-18-2) and endangered adult abuse (I.C. § 12-10-3-15).

(l) Personal identifying information submitted by a person to obtain or renew a license to carry a handgun, or information obtained by a federal, state, or local government entity in the course of an investigation concerning a person who applies to obtain or renew a license to carry a handgun (I.C. § 35-47-2-3).

(m) Audio, visual, or audiovisual recordings of law enforcement activities captured by a body-worn camera or MAV system (I.C. § 5-14-3-4):

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) If disclosure of any law enforcement recording is required under I.C. § 5-14-3-5.1 or I.C. § 5-14-3-5.2, the Matron should ensure applicable portions are obscured as required, before releasing the recordings.

(n) A recording that has captured information about airport security, procedures, areas, or systems, unless there is approval by an appropriate public agency.

(o) A record assembled, prepared, or maintained to prevent, mitigate, or respond to an act of terrorism, including a record which, if released, would have a reasonable likelihood of threatening public safety by exposing a vulnerability of locations or structures to a terrorist attack (I.C. § 5-14-3-4(b)(19)).

(p) School safety plans and associated information as provided in I.C. § 10-21-1-10 and I.C. § 10-21-1-12.

(q) Any other information that may be appropriately denied by those records declared confidential by a rule adopted by the Office granted by statute, state statute, rules adopted by the Indiana Supreme Court, or federal law (I.C. § 5-14-3-4).

804.6 SUBPOENAS AND DISCOVERY REQUESTS

Any member who receives a subpoena duces tecum or discovery request for records should promptly contact a supervisor and the Custodian of Records for review and processing. While a subpoena duces tecum may ultimately be subject to compliance, it is not an order from the court that will automatically require the release of the requested information.

Generally, discovery requests and subpoenas from criminal defendants and their authorized representatives (including attorneys) should be referred to the County Prosecutor, County Attorney or the courts.

All questions regarding compliance with any subpoena duces tecum or discovery request should be promptly referred to legal counsel for the Office so that a timely response can be prepared.

804.7 RELEASED RECORDS TO BE MARKED

Each page of any written record released pursuant to this policy should be stamped in a colored ink or otherwise marked to indicate the office name and to whom the record was released.

Each audio/video recording released should include the office name and to whom the record was released.

804.8 EXPUNGEMENT

Expungement orders received by the Office shall be reviewed for appropriate action by the Custodian of Records. Records may include, but are not limited to, a record of arrest, investigation, detention or conviction.

The Custodian of Records shall expunge such records as ordered by the court. Once expunged, members shall respond to any inquiry as though the record did not exist (I.C. § 35-38-9-6).

A court order that requires records to be marked as expunged shall be clearly and visibly marked by the Custodian of Records. These records shall remain public records (I.C. § 35-38-9-7).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

804.9 TRAINING

All members authorized to manage, release or facilitate public access to office records shall complete a training program that includes identification of material appropriate for public access and the office systems and procedures guiding such release and access.

804.10 SECURITY BREACHES

Any member who becomes aware that any Boone County Sheriff's Office system has been subject to a cybersecurity incident should notify the Matron as soon as practicable (I.C. § 4-13.1-1-1.5).

The Matron should provide notice to all entities in the form and manner required by federal, state, and local law. Notice should be given as soon as practicable but not later than two business days after discovery (I.C. § 4-13.1-2-9).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Protected Information

805.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the access, transmission, release and security of protected information by members of the Boone County Sheriff's Office. This policy addresses the protected information that is used in the day-to-day operation of the Office and not the public records information covered in the Records Maintenance and Release Policy.

805.1.1 DEFINITIONS

Definitions related to this policy include:

Protected information - Any information or data that is collected, stored or accessed by members of the Boone County Sheriff's Office and is subject to any access or release restrictions imposed by law, regulation, order or use agreement. This includes all information contained in federal, state or local law enforcement databases that is not accessible to the public.

805.2 POLICY

Members of the Boone County Sheriff's Office will adhere to all applicable laws, orders, regulations, use agreements and training related to the access, use, dissemination and release of protected information.

805.3 RESPONSIBILITIES

The Sheriff shall select a member of the Office to coordinate the use of protected information.

The responsibilities of this position include, but are not limited to:

(a) Ensuring member compliance with this policy and with requirements applicable to protected information, including requirements for the National Crime Information Center (NCIC) system, National Law Enforcement Telecommunications System (NLETS), Bureau of Motor Vehicles (BMV) records and the Indiana Data and Communications System (IDACS).

(b) Developing, disseminating and maintaining procedures that adopt or comply with the U.S. Department of Justice’s current Criminal Justice Information Services (CJIS) Security Policy.

(c) Developing, disseminating and maintaining any other procedures necessary to comply with any other requirements for the access, use, dissemination, release and security of protected information.

(d) Developing procedures to ensure training and certification requirements are met.

(e) Resolving specific questions that arise regarding authorized recipients of protected information.

(f) Ensuring security practices and procedures are in place to comply with requirements applicable to protected information.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

805.4 ACCESS TO PROTECTED INFORMATION

Protected information shall not be accessed in violation of any law, order, regulation, user agreement, Boone County Sheriff's Office policy or training. Only those members who have completed applicable training and met any applicable requirements, such as a background check, may access protected information, and only when the member has a legitimate work-related reason for such access.

Unauthorized access, including access for other than a legitimate work-related purpose, is prohibited and may subject a member to administrative action pursuant to the Personnel Complaints Policy and/or criminal prosecution.

See attachment: Employee Non-Disclosure and Confidentiality Form

805.5 RELEASE OR DISSEMINATION OF PROTECTED INFORMATION

Protected information may be released only to authorized recipients who have both a right to know and a need to know.

A member who is asked to release protected information that should not be released should refer the requesting person to a supervisor or to the Matron for information regarding a formal request.

Unless otherwise ordered or when an investigation would be jeopardized, protected information maintained by the Office may generally be shared with authorized persons from other law enforcement agencies who are assisting in the investigation or conducting a related investigation. Any such information should be released through the Records Section to ensure proper documentation of the release (see the Records Maintenance and Release Policy).

Protected information, such as Criminal Justice Information (CJI), which includes Criminal History Record Information (CHRI), should generally not be transmitted by radio, cellular telephone or any other type of wireless transmission to members in the field or in vehicles through any computer or electronic device, except in cases where there is an immediate need for the information to further an investigation or where circumstances reasonably indicate that the immediate safety of deputies, other office members or the public is at risk.

Nothing in this policy is intended to prohibit broadcasting warrant information.

805.6 SECURITY OF PROTECTED INFORMATION

The Sheriff will select a member of the Office to oversee the security of protected information.

The responsibilities of this position include, but are not limited to:

(a) Developing and maintaining security practices, procedures and training.

(b) Ensuring federal and state compliance with the CJIS Security Policy and the requirements of any state or local criminal history records systems.

(c) Establishing procedures to provide for the preparation, prevention, detection, analysis and containment of security incidents including computer attacks.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Tracking, documenting and reporting all breach of security incidents to the Sheriff and appropriate authorities.

805.6.1 MEMBER RESPONSIBILITIES

Members accessing or receiving protected information shall ensure the information is not accessed or received by persons who are not authorized to access or receive it. This includes leaving protected information, such as documents or computer databases, accessible to others when it is reasonably foreseeable that unauthorized access may occur (e.g., on an unattended table or desk; in or on an unattended vehicle; in an unlocked desk drawer or file cabinet; on an unattended computer terminal).

805.7 TRAINING

All members authorized to access or release protected information shall complete a training program that complies with any protected information system requirements and identifies authorized access and use of protected information, as well as its proper handling and dissemination.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Animal Control

806.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for interacting with animals and responding to calls for service that involve animals.

806.2 POLICY

It is the policy of the Boone County Sheriff's Office to be responsive to the needs of the community regarding animal-related issues. This includes enforcing local, state and federal laws relating to animals and appropriately resolving or referring animal-related problems, as outlined in this policy.

806.3 ANIMAL CONTROL DIVISION RESPONSIBILITIES

Animal control services are generally the primary responsibility of Animal Control Division and include the following:

(a) To respond to and investigate cases involving humans or other animals being bit or attacked by an animal.

(b) To respond to and investigate calls for service regarding animal welfare, neglect, and abuse concerns.

(c) To patrol animal populated areas (i.e. parks, trails, etc) and ensure applicable statutes and ordinances are being followed.

(d) To locate, apprehend, and transport stray animals to the appropriate facility.

(e) To respond to and assist with miscellaneous animal complaints and concerns unrelated to welfare, neglect, or abuse.

(f) To coordinate with local, state, and (if applicable) federal animal related agencies to ensure laws and regulations are being properly followed.

(g) To educate animal owners regarding responsible care of animals, relevant animal ordinances and laws, and procedures related to this division.

(h) To work alongside the county attorney and prosecutor’s office to prosecute individuals committing crimes against animals.

806.4 MEMBER RESPONSIBILITIES

Members who respond to or assist with animal-related calls for service should evaluate the situation to determine appropriate actions to control the situation.

Due to the hazards of handling animals without proper training and equipment, responding members generally should not attempt to capture or pick up any animal, but should keep the animal under observation until the arrival of appropriate assistance.

Members may consider acting before the arrival of such assistance when:

(a) There is a threat to public safety.

(b) An animal has bitten someone. Members should take measures to confine the animal and prevent further injury.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) An animal is creating a traffic hazard.

(d) An animal is seriously injured.

(e) The owner/handler of an animal has been arrested or is incapacitated. In such circumstances, the member should find appropriate placement for the animal.

1. This is only necessary when the arrestee is expected to be in custody for a time period longer than would reasonably allow him/her to properly care for the animal.
2. With the owner's consent, locating appropriate placement may require contacting relatives or neighbors to care for the animal.
3. If no person can be found or the owner does not or cannot give consent, the animal should be taken to a designated animal care facility.

(f) The member has appropriate training, equipment, and/or experience to capture or pick up the animal.

806.5 ANIMAL CRUELTY COMPLAINTS

Laws relating to the cruelty to animals should be enforced, including but not limited to Abandonment or Neglect of Vertebrate Animals (I.C. § 35-46-3-7); Beating Vertebrate Animals (I.C. § 35-46-3-12); Domestic Violence Animal Cruelty (I.C. § 35-46-3-12.5); Purchase or Possession of Animals for Fighting Contests (I.C. § 35-46-3-8), and local ordinance 2018-02 / 93.

806.6 ANIMAL BITE REPORTS

Members investigating an animal bite should obtain as much information as possible for follow-up with the appropriate health or animal authorities. Efforts should be made to capture or otherwise have the animal placed under control. Members should attempt to identify and notify the owner of the final disposition of the animal.

806.7 STRAY ANIMALS

If the animal has a license or can otherwise be identified, the owner should be contacted, if possible. If the owner is contacted, the animal should be released to the owner and a citation may be issued, if appropriate. If an animal dog is taken into custody, it shall be transported to the appropriate shelter/holding pen.

Members shall provide reasonable treatment to animals in their care (e.g., food, water, shelter).

806.8 DANGEROUS ANIMALS

In the event responding members cannot fulfill a request for service because an animal is difficult or dangerous to handle, the Shift Supervisor will be contacted to determine available resources, including requesting the assistance of animal control services from an allied agency.

806.9 PUBLIC NUISANCE CALLS RELATING TO ANIMALS

Members should diligently address calls related to nuisance animals (e.g., barking dogs), as such calls may involve significant quality-of-life issues.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

806.10 DECEASED ANIMALS

When a member becomes aware of a deceased animal, all reasonable attempts should be made to preliminarily determine if the death of the animal is related to criminal activity.

Members should not climb onto or under any privately owned structure for the purpose of removing a deceased animal.

If a member is involved in the death of an animal (e.g., motor vehicle collision, dispatching an ill animal, etc) appropriate documentation shall be completed.

Members should coordinate with the Communications Center for disposal of the carcass if applicable or provide the land owner with legal ways in which to dispose of the carcass.

806.11 INJURED ANIMALS

When a member becomes aware of an injured domesticated animal, all reasonable attempts should be made to contact an owner or responsible handler. If an owner or responsible handler cannot be located, the animal should be taken to a designated animal care facility.

Members should coordinate with the Communications Center for disposal of the carcass if applicable or provide the land owner with legal ways in which to dispose of the carcass.

806.12 DESTRUCTION OF ANIMALS

When it is necessary to use a firearm to euthanize a badly injured animal or stop an animal that poses an imminent threat to human safety, the Firearms Policy shall be followed. A badly injured animal shall only be euthanized with the approval of a supervisor.

806.13 DISEASED ANIMALS

Deputies shall provide assistance, as requested to the Indiana State Board of Animal Health, the state veterinarian, a county veterinarian or an agent of the U.S. Department of Agriculture (I.C. § 15-17-19-1).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Cybersecurity

807.1 PURPOSE AND SCOPE

The purpose of this procedure is to provide members guidelines and protocols to assist in the cybersecurity of computer systems and data of the Boone County Sheriff's Office.

807.2 ELECTRONIC DATA

807.2.1 DATA STORAGE

All electronic data will be stored in a manner consistent with the hardware or software manufacturer's recommendations.

807.2.2 DATA BACKUP

The Matron shall be responsible for:

(a) Ensuring data on all computer systems are backed up on at least a daily basis.

(b) Performing data backup using a dedicated server or system designed for that purpose.

1. If backed up data is stored off-site, the data shall only be transmitted between the Office and the off-site facility on an encrypted virtual private network that is compliant with the current FBI CJIS Security Policy.

807.3 SECURITY AUDITS

On an annual basis the Matron or the authorized designee shall perform an audit of the Office's RMS for all usernames and passwords to determine the following:

(a) Only currently employed members have access

(b) All users' access rights are for their specific duties and responsibilities

A violation of policy or discrepancy in access by any member shall be reported in writing as soon as practicable through the chain of command to the Sheriff.

The Matron shall report the findings of the security audit in writing to the Sheriff

807.3.1 SECURITY BREACH

An immediate audit of the Office's RMS shall be conducted by the Matron if a breach of security is discovered. The written findings of the audit shall be submitted to the Sheriff.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chapter 9 - Custody

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Temporary Custody of Adults

900.1 PURPOSE AND SCOPE

This policy provides guidelines to address the health and safety of adults taken into temporary custody by members of the Boone County Sheriff's Office for processing prior to being released or transferred to a housing or other type of facility.

Temporary custody of juveniles is addressed in the Temporary Custody of Juveniles Policy. Juveniles will not be permitted where adults in custody are being held.

Custodial searches are addressed in the Custodial Searches Policy.

900.1.1 DEFINITIONS

Definitions related to this policy include:

Holding cell/cell - Any locked enclosure for the custody of an adult or any other enclosure that prevents the occupants from being directly visually monitored at all times by a member of the Office.

Safety checks - Direct, visual observation by a member of this office performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of adults in temporary custody.

Temporary custody - The period an adult is in custody at the Boone County Sheriff's Office prior to being released or transported to a housing or other type of facility.

900.2 POLICY

The Boone County Sheriff's Office is committed to releasing adults from temporary custody as soon as reasonably practicable, and to keeping adults safe while in temporary custody at the Office. Adults should be in temporary custody only for as long as reasonably necessary for investigation, processing, transfer or release.

900.3 GENERAL CRITERIA AND SUPERVISION

No adult should be in temporary custody for longer than six hours without authorization from the prosecutor authorizing a hold for up to 72 hours.

900.3.1 INDIVIDUALS WHO SHOULD NOT BE IN TEMPORARY CUSTODY

Individuals who exhibit certain behaviors or conditions should not be in temporary custody at the Boone County Sheriff's Office, but should be transported to a jail facility, a medical facility, or other type of facility as appropriate. These include:

(a) Any individual who is unconscious or has been unconscious while being taken into custody or while being transported.

(b) Any individual who has a medical condition, including pregnancy, that may require medical attention, supervision, or medication while in temporary custody.

(c) Any individual who is seriously injured.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Individuals who are a suspected suicide risk (see the Involuntary Detentions Policy).

1. If the deputy taking custody of an individual believes that the individual may be a suicide risk, the deputy shall ensure continuous direct supervision until evaluation, release, or a transfer to an appropriate facility is completed.

(e) Individuals who are obviously in crisis, as defined in the Crisis Intervention Incidents Policy.

(f) Individuals who are under the influence of alcohol, a controlled substance or any substance to the degree that may require medical attention, or who have ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(g) Any individual who has exhibited extremely violent or continuously violent behavior.

(h) Any individual who has claimed, is known to be afflicted with, or displays symptoms of any communicable disease that poses an unreasonable exposure risk.

(i) Any individual with a prosthetic or orthopedic device where removal of the device would be injurious to the individual's health or safety.

Deputies taking custody of a person who exhibits any of the above conditions should notify a supervisor of the situation. These individuals should not be held in temporary custody at the Office unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

900.3.2 SUPERVISION IN TEMPORARY CUSTODY

An authorized office member capable of supervising shall be present at all times when an individual is held in temporary custody. The member responsible for supervising should not have other duties that could unreasonably conflict with his/her supervision. Any individual in custody must be able to summon the supervising member if needed. If the person in custody is deaf or hard of hearing or cannot speak, accommodations shall be made to provide this ability.

At least one female office member should be present when a female adult is in temporary custody. In the event that none is readily available, the female in custody should be transported to another facility or released pursuant to another lawful process.

Absent exigent circumstances, such as a medical emergency or a violent subject, members should not enter the cell of a person of the opposite sex unless a member of the same sex as the person in custody is present.

No individual in custody shall be permitted to supervise, control or exert any authority over other individuals in custody.

900.4 INITIATING TEMPORARY CUSTODY

The deputy responsible for an individual in temporary custody should evaluate the person for any apparent chronic illness, disability, vermin infestation, possible communicable disease or any other potential risk to the health or safety of the individual or others. The deputy should specifically

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

ask if the individual is contemplating suicide and evaluate him/her for obvious signs or indications of suicidal intent.

The receiving deputy should ask the arresting deputy if there are any statements, indication or evidence surrounding the individual's arrest and transportation that would reasonably indicate the individual is at risk for suicide or critical medical care. If there is any suspicion that the individual may be suicidal, he/she shall be transported to the County jail or the appropriate mental health facility.

The deputy should promptly notify the Shift Supervisor of any conditions that may warrant immediate medical attention or other appropriate action. The Shift Supervisor shall determine whether the individual will be placed in a cell, immediately released or transported to jail or another facility.

900.4.1 SCREENING AND PLACEMENT

The deputy responsible for an individual in custody shall:

(a) Advise the Shift Supervisor of any significant risks presented by the individual (e.g., suicide risk, health risk, violence).

(b) Evaluate the following issues against the stated risks in (a) to determine the need for placing the individual in a single cell:

1. Consider whether the individual may be at a high risk of being sexually abused based on all available known information (28 CFR 115.141), or whether the person is facing any other identified risk.
2. Provide an individual identified as being at a high risk for sexual or other victimization with heightened protection. This may include (28 CFR 115.113; 28 CFR 115.141):
    (a) Continuous, direct sight and sound supervision.
    (b) Single-cell placement in a cell that is actively monitored on video by a member who is available to immediately intervene.
3. Ensure individuals are separated according to severity of the crime (e.g., felony or misdemeanor).
4. Ensure males and females are separated by sight and sound when in cells.
5. Ensure restrained individuals are not placed in cells with unrestrained individuals.

(c) Ensure that those confined under civil process or for civil causes are kept separate from those who are in temporary custody pending criminal charges.

(d) Ensure separation, as appropriate, based on other factors, such as age, criminal sophistication, assaultive/non-assaultive behavior, mental state, disabilities and sexual orientation.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

900.4.2 CONSULAR NOTIFICATION

Consular notification may be mandatory when certain foreign nationals are arrested. The Enforcement Commander will ensure that the U.S. Department of State's list of countries and jurisdictions that require mandatory notification is readily available to office members. There should also be a published list of foreign embassy and consulate telephone and fax numbers, as well as standardized notification forms that can be transmitted and then retained for documentation. Prominently displayed signs informing foreign nationals of their rights related to consular notification should also be posted in areas used for the temporary custody of adults.

Office members assigned to process a foreign national shall:

(a) Inform the individual, without delay, that he/she may have his/her consular officers notified of the arrest or detention and may communicate with them.

1. This notification should be documented.

(b) Determine whether the foreign national's country is on the U.S. Department of State's mandatory notification list.

1. If the country is on the mandatory notification list, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Tell the individual that this notification has been made and inform him/her without delay that he/she may communicate with consular officers.

(c) Forward any communication from the individual to his/her consular officers without delay.

(d) Document all notifications to the embassy or consulate and retain the faxed notification and any fax confirmation for the individual's file.

2. If the country is not on the mandatory notification list and the individual requests that his/her consular officers be notified, then:

(a) Notify the country's nearest embassy or consulate of the arrest or detention by fax or telephone.

(b) Forward any communication from the individual to his/her consular officers without delay.

900.4.3 BOOKING

Adults who are arrested and taken into temporary custody should be processed, to include fingerprinting and photographing.

900.4.4 COMPARISON AND CONFIRMATION

All individuals held in temporary custody should be positively identified through photograph identification, fingerprint comparison, and/or other effective means.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The deputy responsible for an individual in temporary custody should compare the physical description and identification of the individual in temporary custody with information in the booking information, criminal history record information, arrest report, or other documentation before release or transportation.

If an individual in temporary custody claims to not be the person identified in the related documentation, the deputy should notify the supervisor. The supervisor should determine if positive identification has been made or if additional investigation is necessary to determine the individual's identity.

900.5 SAFETY, HEALTH AND OTHER PROVISIONS

900.5.1 TEMPORARY CUSTODY LOGS

Any time an individual is in temporary custody at the Boone County Sheriff's Office, the custody shall be promptly and properly documented in a custody log, including:

(a) Identifying information about the individual, including his/her name.

(b) Date and time of arrival at the Office.

(c) Any charges for which the individual is in temporary custody and any case number.

(d) Time of all safety checks.

(e) Any medical and other screening requested and completed.

(f) Any emergency situations or unusual incidents.

(g) Any other information that may be required by other authorities, such as compliance inspectors.

(h) Date and time of release from the Boone County Sheriff's Office.

The Shift Supervisor should initial the log to approve the temporary custody and should also initial the log when the individual is released from custody or transferred to another facility.

The Shift Supervisor should make periodic checks to ensure all log entries and safety and security checks are made on time.

900.5.2 TEMPORARY CUSTODY REQUIREMENTS

Members monitoring or processing anyone in temporary custody shall ensure:

(a) Safety checks and significant incidents/activities are noted on the log.

(b) Individuals in custody are informed that they will be monitored at all times, except when using the toilet.

1. There shall be no viewing devices, such as peep holes or mirrors, of which the individual is not aware.

2. This does not apply to surreptitious and legally obtained recorded interrogations.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) There is reasonable access to toilets and wash basins.

(d) There is reasonable access to a drinking fountain or water.

(e) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(f) There is privacy during attorney visits.

(g) Those in temporary custody are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(h) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

1. The supervisor should ensure that there is an adequate supply of clean blankets.

(i) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(j) Adequate furnishings are available, including suitable chairs or benches.

900.5.3 MEDICAL CARE

First-aid equipment and basic medical supplies should be available to office members. At least one member who has current certification in basic first aid and CPR should be on-duty at all times.

Should a person in custody be injured or become ill, appropriate medical assistance should be sought. A supervisor should meet with those providing medical aid at the facility to allow access to the person. Members shall comply with the opinion of medical personnel as to whether an individual in temporary custody should be transported to the hospital. If the person is transported while still in custody, he/she will be accompanied by a deputy.

Those who require medication while in temporary custody should not be at the Boone County Sheriff's Office. They should be released or transferred to another facility as appropriate.

900.5.4 MEDICATION

In the event that a detainee requiring medication cannot be released or transferred to another facility, a medical examination shall be obtained. Only medication approved by the medical professional conducting the examination may be provided to the person. This includes any medication in the possession of the detainee or provided by a friend or relative. The medications shall be dispensed by a deputy as directed by the medical professional conducting the examination.

The directions relating to the dispensing of the medication will be maintained with the medication and a copy retained with the booking record. The medication will be kept secure in the medication cabinet (or securely refrigerated, if necessary) and transferred with the detainee or provided to the detainee on release.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

A notation on the log will be made listing the type, date and time of any dispensing of medication. The notation will be signed by the deputy dispensing the medication.

Deputies will observe the person take the medication. If the medication is not taken as directed, a supervisor shall be immediately notified.

900.5.5 ORTHOPEDIC OR PROSTHETIC APPLIANCE

Subject to safety and security concerns, individuals shall be permitted to retain an orthopedic or prosthetic appliance. However, if the appliance presents a risk of bodily harm to any person or is a risk to the security of the facility, the appliance may be removed from the individual unless its removal would be injurious to his/her health or safety.

Whenever a prosthetic or orthopedic appliance is removed, the Shift Supervisor shall be promptly apprised of the reason. It shall be promptly returned when it reasonably appears that any risk no longer exists.

900.5.6 TELEPHONE CALLS

Every individual in temporary custody should be allowed to make a reasonable number of completed telephone calls as soon as possible after arrival.

(a) Telephone calls may be limited to local calls, except that long-distance calls may be made by the individual at his/her own expense.

    1. The Office should pay the cost of any long-distance calls related to arranging for the care of a child or dependent adult (see Child and Dependent Adult Safety Policy).

(b) The individual should be given sufficient time to contact whomever he/she desires and to make any necessary arrangements, including child or dependent adult care, or transportation upon release.

    1. Telephone calls are not intended to be lengthy conversations. The member assigned to monitor or process the individual may use his/her judgment in determining the duration of the calls.

(c) Calls between an individual in temporary custody and his/her attorney shall be deemed confidential and shall not be monitored, eavesdropped upon or recorded.

900.5.7 RELIGIOUS ACCOMMODATION

Subject to available resources, safety and security, the religious beliefs and needs of all individuals in custody should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The responsible supervisor should be advised any time a request for religious accommodation is denied.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Those who request to wear headscarves or simple head coverings for religious reasons should generally be accommodated absent unusual circumstances. Head coverings shall be searched before being worn.

Individuals wearing headscarves or other approved coverings shall not be required to remove them while in the presence of or while visible to the opposite sex if they so desire. Religious garments that substantially cover the individual's head and face may be temporarily removed during the taking of any photographs.

900.5.8 FIREARMS AND OTHER SECURITY MEASURES

Firearms and other weapons and control devices shall not be permitted in secure areas where individuals are in custody or are processed. They should be properly secured outside of the secure area. An exception may occur only during emergencies, upon approval of a supervisor.

All perimeter doors to secure areas shall be kept locked at all times, except during routine cleaning, when no individuals in custody are present or in the event of an emergency, such as an evacuation.

900.5.9 EMERGENCY ALARMS

Members should have reasonable access to emergency alarms (i.e., panic alarms) in areas where persons are held in temporary custody.

(a) An emergency alarm should only be used for summoning immediate assistance with life or safety emergencies or other events that immediately threaten the security of the facility and its occupants.

(b) When an emergency alarm is activated, available deputies should respond to the location of the activation and provide assistance as appropriate.

(c) Emergency alarms should be tested periodically to ensure proper function. Prior to testing, the responsible member should notify other members of the test.

900.5.10 ESCAPE PREVENTION

(a) Authorized members shall escort an individual in temporary custody during any movement or transfer within the facility.

(b) When inside the facility, the individual in temporary custody should be seated away from doors and external windows.

(c) The cell door should be kept locked at all times when an individual in temporary custody is present in the cell unless the individual is being removed from or placed into the cell.

(d) More than one member should be present whenever an individual in temporary custody is outside of a cell, when practicable.

(e) Members should use the principle of contact and cover when processing or testing unrestrained individuals.

    1. The contact member should perform the processing and any required testing.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

2. The cover member should continually watch the individual in temporary custody and provide security for the contact member.
3. The cover member should be positioned between the individual in temporary custody and any exit door, when practicable.

900.6 USE OF RESTRAINT DEVICES

Individuals in custody may be handcuffed in accordance with the Handcuffing and Restraints Policy. Unless an individual presents a heightened risk, handcuffs should generally be removed when the person is in a cell.

The use of restraints, other than handcuffs or leg irons, generally should not be used for individuals in temporary custody at the Boone County Sheriff's Office unless the person presents a heightened risk, and only in compliance with the Handcuffing and Restraints Policy.

Individuals in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

900.6.1 PREGNANT ADULTS

Women who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

900.7 PERSONAL PROPERTY

The personal property of an individual in temporary custody should be removed, inventoried and processed as provided in the Custodial Searches Policy, unless the individual requests a different disposition. For example, an individual may request property (e.g., cash, car or house keys, medications) be released to another person. A request for the release of property to another person must be made in writing. Release of the property requires the recipient’s signature on the appropriate form.

Upon release of an individual from temporary custody, his/her items of personal property shall be compared with the inventory, and he/she shall sign a receipt for the property's return. If the individual is transferred to another facility or court, the member transporting the individual is required to obtain the receiving person’s signature as notice of receipt. The Office shall maintain a copy of the property receipt.

The Shift Supervisor shall be notified whenever an individual alleges that there is a shortage or discrepancy regarding his/her property. The Shift Supervisor shall attempt to prove or disprove the claim.

900.8 HOLDING CELLS

A thorough inspection of a cell shall be conducted before placing an individual into the cell to ensure there are no weapons or contraband and that the cell is clean and sanitary. An inspection also should be conducted when he/she is released. Any damage noted to the cell should be photographed and documented.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The following requirements shall apply:

(a) The individual shall be searched (see the Custodial Searches Policy) and anything that could create a security or suicide risk, such as contraband, hazardous items, belts, shoes or shoelaces, and jackets, shall be removed.

(b) The individual shall constantly be monitored by an audio/video system during the entire custody.

(c) The individual shall have constant auditory access to office members.

(d) The individual's initial placement into and removal from a locked enclosure shall be logged.

(e) Safety checks by office members shall occur no less than every 15 minutes.

1. Safety checks should be at varying times.
2. All safety checks shall be logged.
3. The safety check should involve questioning the individual as to his/her well-being.
4. Individuals who are sleeping or apparently sleeping should be awakened.
5. Requests or concerns of the individual should be logged.

900.9 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Enforcement Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any individual in temporary custody at the Boone County Sheriff's Office. The procedures should include:

(a) Immediate request for emergency medical assistance if appropriate.

(b) Immediate notification of the Shift Supervisor, Sheriff and Investigation Commander.

(c) Notification of the spouse, next of kin or other appropriate person.

(d) Notification of the appropriate prosecutor.

(e) Notification of the County Attorney.

(f) Notification of the Coroner.

(g) Evidence preservation.

900.10 RELEASE AND/OR TRANSFER

When an individual is released or transferred from custody, the member releasing the individual should ensure the following:

(a) All proper reports, forms and logs have been completed prior to release.

(b) A check has been made to ensure that the individual is not reported as missing and does not have outstanding warrants.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) It has been confirmed that the correct individual is being released or transported.

(d) All property, except evidence, contraband or dangerous weapons, has been returned to, or sent with, the individual.

(e) All pertinent documentation accompanies the individual being transported to another facility (copies of booking forms, medical records, an itemized list of his/her property, warrant copies).

(f) The individual is not permitted in any nonpublic areas of the Boone County Sheriff's Office unless escorted by a member of the Office.

(g) Any known threat or danger the individual may pose (escape risk, suicide potential, medical condition) is documented, and the documentation transported with the individual if he/she is being sent to another facility.

1. The office member transporting the individual shall ensure such risks are communicated to intake personnel at the other facility.

(h) Generally, persons of the opposite sex, or adults and juveniles, should not be transported in the same vehicle unless they are physically separated by a solid barrier. If segregating individuals is not practicable, deputies should be alert to inappropriate physical or verbal contact and take appropriate action as necessary.

(i) Transfers between facilities or other entities, such as a hospital, should be accomplished with a custodial escort of the same sex as the person being transferred to assist with his/her personal needs as reasonable.

900.11 ASSIGNED ADMINISTRATOR

The Enforcement Commander will ensure any reasonably necessary supplemental procedures are in place to address the following issues:

(a) General security

1. Areas used for temporary custody, including any cell areas, should be inspected for sanitation, safety hazards, and contraband at the beginning of each shift.

2. Areas used for temporary custody, including any cell areas, should be inspected weekly for general security.

3. Inspections conducted under this section shall be documented in writing and directed to the Enforcement Commander or the authorized designee.

(b) Key control

(c) Sanitation and maintenance

(d) Emergency medical treatment

(e) Escapes

(f) Evacuation plans

(g) Fire and life-safety

(h) Disaster plans

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(i) Building and safety code compliance

900.12 TRAINING

Office members should be trained and familiar with this policy and any supplemental procedures.

900.13 PROCESSING AREA EQUIPMENT

Only those items and equipment necessary to facilitate the processing and testing of an individual taken into custody are authorized in the processing area.

Communication devices should not be used where a breath test instrument is being actively used in accordance with the manufacturer's recommendations and applicable training.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Temporary Custody of Juveniles

901.1 PURPOSE AND SCOPE

This policy provides guidelines consistent with the Juvenile Justice and Delinquency Prevention Act for juveniles taken into temporary custody by members of the Boone County Sheriff's Office (34 USC § 11133).

901.1.1 DEFINITIONS

Definitions related to this policy include:

Juvenile family crisis - An unstable, difficult, or dangerous situation facing a juvenile related to the juvenile's family (e.g., domestic violence, divorce or separation, arrest, or incarceration of a parent).

Juvenile non-offender - An abused, neglected, dependent, or alien juvenile who may be legally held for his/her own safety or welfare. This also includes any juvenile who may have initially been contacted for an offense that would not subject an adult to arrest (e.g., fine-only offense) but was taken into custody for his/her protection or for purposes of reuniting the juvenile with a parent, guardian, or other responsible person.

Juvenile offender/delinquent - A juvenile 17 years of age or younger who is alleged to have committed an offense that would subject an adult to arrest (a non-status offense) (I.C. § 31-37-1-2). It also includes an offense for possession of a handgun (I.C. § 35-47-10-5; 28 CFR 31.303).

Non-secure custody - When a juvenile is held in the presence of a deputy or other office member at all times and is not placed in a locked room, cell, or behind any locked doors. Juveniles in non-secure custody may be handcuffed but not to a stationary or secure object. Personal supervision through direct visual monitoring and audio two-way communication is maintained. Monitoring through electronic devices, such as video, does not replace direct visual observation.

Safety checks - Direct visual observation by a member of this office performed at random intervals, within time frames prescribed in this policy, to provide for the health and welfare of juveniles in temporary custody.

Secure custody - When a juvenile offender is held in a locked room, a set of rooms, or a cell. Secure custody also includes being physically secured to a stationary object.

Examples of secure custody include:

(a) A juvenile left alone in an unlocked room within the secure perimeter of the adult temporary holding area.

(b) A juvenile handcuffed to a rail.

(c) A juvenile placed in a room that contains doors with delayed egress devices that have a delay of more than 30 seconds.

(d) A juvenile being processed in a secure booking area when a non-secure booking area is available.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) A juvenile left alone in a secure booking area after being photographed and fingerprinted.

(f) A juvenile placed in a cell within the adult temporary holding area, whether or not the cell door is locked.

(g) A juvenile placed in a room that is capable of being locked or contains a fixed object designed for cuffing or restricting movement.

Short-term custody - Holding a juvenile for not more than six hours for non-status offenses (I.C. § 31-37-7-2).

Sight and sound separation - Located or arranged to prevent physical, visual, or auditory contact.

Status offender - A juvenile suspected of committing a criminal violation of the law that would not be a criminal violation but for the age of the offender. Examples may include running away, underage possession of tobacco, curfew violation, and truancy. A juvenile in custody on a court order or warrant based upon a status offense is also a status offender.

901.2 POLICY

The Boone County Sheriff's Office is committed to releasing juveniles from temporary custody as soon as reasonably practicable and to keeping juveniles safe while in temporary custody at the Office. Juveniles should be held in temporary custody only for as long as reasonably necessary for processing, transfer or release.

901.3 JUVENILES WHO SHOULD NOT BE HELD

Juveniles who exhibit certain behaviors or conditions should not be held at the Boone County Sheriff's Office. These include:

(a) Unconsciousness or having been unconscious while being taken into custody or transported.

(b) Serious injuries or a medical condition requiring immediate medical attention.

(c) A suspected suicide risk or showing obvious signs of severe emotional or mental disturbance (see the Involuntary Detentions Policy).

1. If the deputy taking custody of a juvenile believes that he/she may be a suicide, risk, the deputy shall ensure continuous direct supervision until evaluation, release or transfer to an appropriate facility is completed.

(d) Significant intoxication or showing signs of having ingested any substance that poses a significant risk to their health, whether or not they appear intoxicated.

(e) Extremely violent or continuously violent behavior.

(f) Afflicted with, or displaying symptoms of, a communicable disease that poses an unreasonable exposure risk.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Deputies taking custody of a juvenile exhibiting any of the above conditions should take reasonable steps to provide medical attention or mental health assistance and should notify a supervisor of the situation. These juveniles should not be held at the Office unless they have been evaluated by a qualified medical or mental health professional, as appropriate for the circumstances.

901.4 CUSTODY OF JUVENILES

Deputies should take custody of a juvenile and temporarily hold the juvenile at the Boone County Sheriff's Office when there is no other lawful and practicable alternative to temporary custody. Refer to the Child Abuse Policy for additional information regarding detaining a juvenile who is suspected of being a victim.

The deputy taking the juvenile into custody should notify a parent or legal guardian of the juvenile as soon as practicable. The juvenile should be taken directly to the Office, another approved location, or to the juvenile's home.

No juvenile should be held in temporary custody at the Office without authorization of the arresting deputy's supervisor or the Shift Supervisor. Juveniles taken into custody shall be held in non-secure custody unless otherwise authorized by this policy.

Any juvenile taken into custody shall be released to the care of the juvenile's parent, legal guardian, or other responsible adult or transferred to a juvenile custody facility or to other authority as soon as practicable. In no event shall a juvenile be held beyond six hours from the time of the juvenile's entry into the Office (34 USC § 11133; I.C. § 31-37-7-2).

901.4.1 CUSTODY OF JUVENILE NON-OFFENDERS

Non-offenders taken into protective custody in compliance with the Child Abuse Policy should generally not be held at the Boone County Sheriff's Office. Custodial arrangements should be made for non-offenders as soon as reasonably possible. Juvenile non-offenders may not be held in secure custody (34 USC § 11133).

901.4.2 CUSTODY OF JUVENILE STATUS OFFENDERS

Status offenders should generally be released by citation or with a warning rather than taken into temporary custody. However, deputies may take custody of a status offender if requested to do so by a parent or legal guardian in order to facilitate reunification (e.g., transported home or to the station to await a parent). Juvenile status offenders may not be held in secure custody (34 USC § 11133).

901.4.3 CUSTODY OF JUVENILE OFFENDERS

Juvenile offenders should be held in non-secure custody while at the Boone County Sheriff's Office unless another form of custody is authorized by this policy or is necessary due to exigent circumstances.

Juvenile offenders may be taken into custody under the following circumstances:

(a) Pursuant to a court order (I.C. § 31-37-4-1).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) When the deputy has probable cause to believe that the juvenile has committed an act that would subject an adult to an arrest (I.C. § 31-37-1-2; I.C. § 31-37-4-2).

901.4.4 JUVENILE ARREST ORDER

Boone County has entered into an agreement with the Boone County Juvenile Probation for the detention and transportation of juveniles under the following conditions:

(a) When a parent or guardian cannot be located to take custody of a juvenile offender.

(b) When detention is required to protect the juvenile or community.

(c) When there is reason to believe that the juvenile or parent is unlikely to appear for court hearings.

901.5 ADVISEMENTS

When a juvenile is taken into custody for an offense that would warrant the arrest of an adult, the deputy shall notify the superintendent of the school district in which the juvenile is enrolled, or if the juvenile is enrolled in a private school, the chief administrative officer of the juvenile's school, within 48 hours. The deputy should notify the school official of the reasons the juvenile was taken into custody, but may not disclose information that is confidential under state or federal law (I.C. § 31-37-4-3).

901.6 JUVENILE CUSTODY LOGS

Any time a juvenile is in temporary custody at the Boone County Sheriff's Office, the custody shall be promptly and properly documented in the juvenile custody log, including:

(a) Identifying information about the juvenile.

(b) Date and time of arrival and release from the Office.

(c) Shift Supervisor notification and approval to temporarily hold the juvenile.

(d) Any charges for which the juvenile is being held and classification of the juvenile as a juvenile offender, status offender or non-offender.

(e) Any changes in status (e.g., emergency situations, unusual incidents).

(f) Time of all safety checks.

(g) Any medical and other screening requested and completed.

(h) Circumstances that justify any secure custody.

(i) Any other information that may be required by other authorities, such as compliance inspectors or a local juvenile court authority.

The Shift Supervisor should initial the log to approve the temporary custody, including any secure custody, and should initial the log when the juvenile is released.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

901.7 NO-CONTACT REQUIREMENTS

Sight and sound separation shall be maintained between all juveniles and adults while in custody at the Boone County Sheriff's Office (34 USC § 11133; I.C. § 31-37-7-2). There should also be sight and sound separation between non-offenders and juvenile or status offenders.

In situations where brief or accidental contact may occur (e.g., during the brief time a juvenile is being fingerprinted and/or photographed in booking), a member of the Office shall maintain a constant, immediate, side-by-side presence with the juvenile or the adult to minimize any contact. If inadvertent or accidental contact does occur, reasonable efforts shall be taken to end the contact.

901.8 TEMPORARY CUSTODY REQUIREMENTS

Members and supervisors assigned to monitor or process any juvenile at the Boone County Sheriff's Office shall ensure:

(a) The Shift Supervisor is notified if it is anticipated that a juvenile may need to remain at the Office more than four hours. This will enable the Shift Supervisor to ensure no juvenile is held at the Office more than six hours.

(b) Safety checks and significant incidents/activities are noted on the log.

(c) Juveniles in custody are informed that they will be monitored at all times, except when using the toilet.

1. There shall be no viewing devices, such as peep holes or mirrors, of which the juvenile is not aware.
2. This does not apply to surreptitious and legally obtained recorded interrogations.

(d) A member of the same sex will supervise personal hygiene activities and care, such as changing clothing or using the restroom, without direct observation to allow for privacy.

(e) There is reasonable access to toilets and wash basins.

(f) There is reasonable access to a drinking fountain or water.

(g) Food is provided if a juvenile has not eaten within the past four hours or is otherwise in need of nourishment, including any special diet required for the health of the juvenile.

(h) There are reasonable opportunities to stand and stretch, particularly if handcuffed or otherwise restrained.

(i) There is privacy during family, guardian and/or attorney visits.

(j) Juveniles are generally permitted to remain in their personal clothing unless it is taken as evidence or is otherwise unsuitable or inadequate for continued wear while in custody.

(k) Clean blankets are provided as reasonably necessary to ensure the comfort of an individual.

1. The supervisor should ensure that there is an adequate supply of clean blankets.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(l) Adequate shelter, heat, light and ventilation are provided without compromising security or enabling escape.

(m) Adequate furnishings are available, including suitable chairs or benches.

(n) Juveniles have the right to the same number of telephone calls as adults in temporary custody (see the Temporary Custody of Adults Policy).

(o) Discipline is not administered to any juvenile, nor will juveniles be subjected to corporal or unusual punishment, humiliation or mental abuse.

901.9 RELIGIOUS ACCOMMODATION

Juveniles have the right to the same religious accommodation as adults in temporary custody (see the Temporary Custody of Adults Policy).

901.10 USE OF RESTRAINT DEVICES

Juvenile offenders may be handcuffed in accordance with the Handcuffing and Restraints Policy. A juvenile offender may be handcuffed at the Boone County Sheriff's Office when the juvenile presents a heightened risk. However, non-offenders and status offenders should not be handcuffed unless they are combative or threatening.

Other restraints shall only be used after less restrictive measures have failed and with the approval of the Shift Supervisor. Restraints shall only be used so long as it reasonably appears necessary for the juvenile's protection or the protection of others.

Juveniles in restraints shall be kept away from other unrestrained individuals in custody and monitored to protect them from abuse.

901.10.1 PREGNANT JUVENILES

Juveniles who are known to be pregnant should be restrained in accordance with the Handcuffing and Restraints Policy.

901.11 PERSONAL PROPERTY

The personal property of a juvenile shall be processed in the same manner as an adult in temporary custody (see the Temporary Custody of Adults Policy).

901.12 SECURE CUSTODY

Secure custody is not available at the Boone County Sheriff's Office. Should secure custody be required, arrangements should be made with an appropriate facility.

901.13 SUICIDE ATTEMPT, DEATH OR SERIOUS INJURY

The Enforcement Commander will ensure procedures are in place to address any suicide attempt, death or serious injury of any juvenile held at the Boone County Sheriff's Office. The procedures should include the following:

(a) Immediate request for emergency medical assistance if appropriate.

(b) Immediate notification of the Shift Supervisor, Sheriff and Investigation Commander

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Notification of the parent, guardian or person standing in loco parentis of the juvenile

(d) Notification of the appropriate prosecutor

(e) Notification of the County Attorney

(f) Notification of the Coroner

(g) Notification of the juvenile court

(h) Evidence preservation

901.14 INTERVIEWING OR INTERROGATING

No interview or interrogation of a juvenile should occur unless the juvenile has the apparent capacity to consent, and does consent, to an interview or interrogation. Also that an attorney, parent or guardian with no interest adverse to the child has been advised of the reason the juvenile has been taken into custody, and has consented to the interview or interrogation. The juvenile must also knowingly and voluntarily consent to the interview or interrogation (I.C. § 31-32-5-1).

901.14.1 RECORDING INTERROGATIONS

Custodial interrogations of juveniles that take place at the Boone County Sheriff's Office or other place of detention shall be audio and video recorded (Ind. Evid. R. 617; I.C. § 31-30.5-1-2). Audio-only recording is permitted when the interrogation occurs at a non-detention location (e.g., home, school) (I.C. § 31-30.5-1-3). Recordings shall be retained as required by I.C. § 31-30.5-1-4.

901.15 RESTRICTION ON FINGERPRINTING AND PHOTOGRAPHING

A juvenile offender may be fingerprinted or photographed if he/she was taken into custody for an offense that would be a felony if committed by an adult and was at least 14 years of age when the offense was committed (I.C. § 31-39-5-1). The fingerprints and photographs will be maintained separately from those of adults (I.C. § 31-39-5-2).

The deputy who takes the juvenile’s fingerprints or photographs shall notify the juvenile’s parent, guardian, or custodian, in writing, of the juvenile’s rights to request that fingerprints or photographs be destroyed or delivered to the juvenile in accordance with I.C. § 31-39-5-4. The office shall comply with any such request within 60 days if the conditions in I.C. § 31-39-5-4 are satisfied (I.C. § 31-39-5-5).

901.16 TRAINING

Office members should be trained on and familiar with this policy and any supplemental procedures. Training should specifically include the notification requirements set forth in I.C. § 31-37-4-3 and I.C. § 31-37-4-3.5.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Custodial Searches

902.1 PURPOSE AND SCOPE

This policy provides guidance regarding searches of individuals in custody. Such searches are necessary to eliminate the introduction of contraband, intoxicants or weapons into the Boone County Sheriff's Office facility. Such items can pose a serious risk to the safety and security of office members, individuals in custody, contractors and the public.

Nothing in this policy is intended to prohibit the otherwise lawful collection of evidence from an individual in custody.

902.1.1 DEFINITIONS

Definitions related to this policy include:

Custody search - An in-custody search of an individual and of his/her property, shoes and clothing, including pockets, cuffs and folds on the clothing, to remove all weapons, dangerous items and contraband.

Physical body cavity search - A search that includes a visual inspection and may include a physical intrusion into a body cavity. Body cavity means the stomach or rectal cavity of an individual, and the vagina of a female person.

Strip search - A search that requires an individual to remove or rearrange some or all of his/her clothing to permit a visual inspection of the underclothing, breasts, buttocks, anus or outer genitalia. This includes monitoring an individual who is changing clothes, where his/her underclothing, buttocks, genitalia or female breasts are visible.

902.2 POLICY

All searches shall be conducted with concern for safety, dignity, courtesy, respect for privacy and hygiene, and in compliance with policy and law to protect the rights of those who are subject to any search.

Searches shall not be used for intimidation, harassment, punishment or retaliation.

902.3 FIELD AND TRANSPORTATION SEARCHES

A deputy shall conduct a custody search of an individual immediately after the individual's arrest, when receiving an individual from the custody of another, and before transporting a person who is in custody in any office vehicle.

Whenever practicable, a custody search should be conducted by a deputy of the same sex as the person being searched. If a deputy of the same sex is not reasonably available, a witnessing deputy should be present during the search.

902.4 SEARCHES AT SHERIFF'S FACILITIES

Custody searches shall be conducted on all individuals in custody, upon entry to the Boone County Sheriff's Office facilities. Except in exigent circumstances, the search should be conducted by a

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

member of the same sex as the individual being searched. If a member of the same sex is not available, a witnessing member must be present during the search.

Custody searches should also be conducted any time an individual in custody enters or re-enters a secure area, or any time it is reasonably believed that a search is necessary to maintain the safety and security of the facility.

902.4.1 PROPERTY

Members shall take reasonable care in handling the property of an individual in custody to avoid discrepancies or losses. Property retained for safekeeping shall be kept in a secure location until the individual is released or transferred.

Some property may not be accepted by a facility or agency that is taking custody of an individual from this office, such as weapons or large items. These items should be retained for safekeeping in accordance with the Crime Scene Investigation Division Policy.

All property shall be inventoried by objective description (this does not include an estimated value). The individual from whom it was taken shall be required to sign the completed inventory. If the individual's signature cannot be obtained, the inventory shall be witnessed by another office member. The inventory should include the case number, date, time, member's Boone County Sheriff's Office identification number and information regarding how and when the property may be released.

902.4.2 VERIFICATION OF MONEY

Money as evidence shall be counted in front of the individual from whom it was received. When possible, the individual shall initial the dollar amount on the inventory. Additionally, all money should be placed in a separate envelope and sealed. Negotiable checks or other instruments and foreign currency should also be sealed in an envelope with the amount indicated but not added to the cash total. All envelopes should clearly indicate the contents on the front. The office member sealing it should place his/her initials across the sealed flap. Should any money be withdrawn or added, the member making such change shall enter the amount below the original entry and initial it. The amount of money in the envelope should always be totaled and written on the outside of the envelope.

Money not held for evidence will be processed according to jail procedures.

902.5 STRIP SEARCHES

No individual in temporary custody at any Boone County Sheriff's Office facility shall be subjected to a strip search unless there is reasonable suspicion based upon specific and articulable facts to believe the individual has a health condition requiring immediate medical attention or is concealing a weapon or contraband (210 I.A.C. 3-1-13). Factors to be considered in determining reasonable suspicion include, but are not limited to:

(a) The detection of an object during a custody search that may be a weapon or contraband and cannot be safely retrieved without a strip search.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Circumstances of a current arrest that specifically indicate the individual may be concealing a weapon or contraband.

1. A felony arrest charge or being under the influence of a controlled substance should not suffice as reasonable suspicion absent other facts.

(c) Custody history (e.g., past possession of contraband while in custody, assaults on office members, escape attempts).

(d) The individual’s actions or demeanor.

(e) Criminal history (i.e., level of experience in a custody setting).

No transgender or intersex individual shall be searched or examined for the sole purpose of determining the individual’s genital status. If the individual’s genital status is unknown, it may be determined during conversations with the person, by reviewing medical records, or as a result of a broader medical examination conducted in private by a medical practitioner (28 CFR 115.115).

902.5.1 STRIP SEARCH PROCEDURES

Strip searches at Boone County Sheriff's Office facilities shall be conducted as follows (28 CFR 115.115):

(a) Written authorization from the Shift Supervisor shall be obtained prior to the strip search.

(b) All members involved with the strip search shall be of the same sex as the individual being searched, unless the search is conducted by a medical practitioner.

(c) All strip searches shall be conducted in a professional manner under sanitary conditions and in a secure area of privacy so that the search cannot be observed by those not participating in the search. The search shall not be reproduced through a visual or sound recording.

(d) Whenever possible, a second member of the same sex should also be present during the search, for security and as a witness to the finding of evidence.

(e) Members conducting a strip search shall not touch the breasts, buttocks or genitalia of the individual being searched.

(f) The primary member conducting the search shall prepare a written report to include:

1. The facts that led to the decision to perform a strip search.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The written authorization for the search, obtained from the Shift Supervisor.
4. The name of the individual who was searched.
5. The name and sex of the members who conducted the search.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

6. The name, sex and role of any person present during the search.
7. The time and date of the search.
8. The place at which the search was conducted.
9. A list of the items, if any, that were recovered.
10. The facts upon which the member based his/her belief that the individual was concealing a weapon or contraband.

(g) No member should view an individual's private underclothing, buttocks, genitalia or female breasts while that individual is performing bodily functions or changing clothes, unless he/she otherwise qualifies for a strip search. However, if serious hygiene or health issues make it reasonably necessary to assist the individual with a shower or a change of clothes, a supervisor should be contacted to ensure reasonable steps are taken to obtain the individual's consent and/or otherwise protect his/her privacy and dignity.

902.5.2 SPECIAL CIRCUMSTANCE FIELD STRIP SEARCHES

A strip search may be conducted in the field only with Shift Supervisor authorization and only in exceptional circumstances, such as when:

(a) There is probable cause to believe that the individual is concealing a weapon or other dangerous item that cannot be recovered by a more limited search.

(b) There is probable cause to believe that the individual is concealing controlled substances or evidence that cannot be recovered by a more limited search, and there is no reasonable alternative to ensure the individual cannot destroy or ingest the substance during transportation.

These special-circumstance field strip searches shall only be authorized and conducted under the same restrictions as the strip search procedures in this policy, except that the Shift Supervisor authorization does not need to be in writing.

902.6 PHYSICAL BODY CAVITY SEARCH

Physical body cavity searches shall be subject to the following (210 I.A.C. 3-1-13):

(a) No individual shall be subjected to a physical body cavity search without written approval of the Shift Supervisor and only upon a search warrant A copy of any search warrant and the results of the physical body cavity search shall be included with the related reports and made available, upon request, to the individual or authorized representative (except for those portions of the warrant ordered sealed by a court).

(b) Only medical personnel may conduct a physical body cavity search.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Except for the medical personnel conducting the search, persons present must be of the same sex as the individual being searched. Only the necessary office members needed to maintain the safety and security of the medical personnel shall be present.

(d) Privacy requirements, including restricted touching of body parts and sanitary condition requirements, are the same as required for a strip search.

(e) All such searches shall be documented, including:

1. The facts that led to the decision to perform a physical body cavity search of the individual.
2. The reasons less intrusive methods of searching were not used or were insufficient.
3. The Shift Supervisor’s approval.
4. A copy of the search warrant.
5. The time, date and location of the search.
6. The medical personnel present.
7. The names, sex and roles of any office members present.
8. Any contraband or weapons discovered by the search.

(f) A copy of the written authorization shall be retained and shall be made available to the individual who was searched or other authorized representative upon request.

902.7 TRAINING

The Training Coordinator shall ensure members have training that includes (28 CFR 115.115):

(a) Conducting searches of cross-gender individuals.

(b) Conducting searches of transgender and intersex individuals.

(c) Conducting searches in a professional and respectful manner, and in the least intrusive manner possible, consistent with security needs.

902.8 GENDER IDENTITY OR EXPRESSION CONSIDERATIONS

If an individual who is subject to a strip search or physical body cavity search has a gender identity or expression that differs from their sex assigned at birth, the search should be conducted by members of the same gender identity or expression as the individual, unless the individual requests otherwise.

902.9 JUVENILES

No juvenile should be subjected to a strip search or a physical body cavity search at the Office.

The Sheriff or the authorized designee should establish procedures for the following:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Safely transporting a juvenile who is suspected of concealing a weapon or contraband, or who may be experiencing a medical issue related to such concealment, to a medical facility or juvenile detention facility as appropriate in the given circumstances.

    1. Procedures should include keeping a juvenile suspected of concealing a weapon under constant and direct supervision until custody is transferred to the receiving facility.

(b) Providing deputies with information identifying appropriate medical and juvenile detention facilities to which a juvenile should be transported for a strip or body cavity search.

Nothing in this section is intended to prevent a deputy from rendering medical aid to a juvenile in emergency circumstances (see the Medical Aid and Response Policy for additional guidance).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Prison Rape Elimination

903.1 PURPOSE AND SCOPE

This policy provides guidance for compliance with the Prison Rape Elimination Act of 2003 (PREA) and the implementing regulation that establishes standards (PREA Rule) to prevent, detect and respond to sexual abuse and sexual harassment (28 CFR 115.111).

903.1.1 DEFINITIONS

Definitions related to this policy include:

Intersex - A person whose sexual or reproductive anatomy or chromosomal pattern does not seem to fit typical definitions of male or female. Intersex medical conditions are sometimes referred to as disorders of sex development (28 CFR 115.5).

Sexual abuse - Any of the following acts, if the individual in custody does not consent, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh or the buttocks of another person, excluding contact incidental to a physical altercation

Sexual abuse also includes abuse by a member of the Office or a contractor, with or without consent of the individual in custody, as follows:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva or anus
- Contact between the mouth and any body part where the office member or contractor has the intent to abuse, arouse or gratify sexual desire
- Penetration of the anal or genital opening, however slight, by a hand, finger, object or other instrument, that is unrelated to official duties, or where the office member or contractor has the intent to abuse, arouse or gratify sexual desire
- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh or the buttocks, that is unrelated to official duties, or where the member or contractor has the intent to abuse, arouse or gratify sexual desire

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Any attempt, threat or request by the office member or contractor to engage in the activities described above
- Any display by the office member or contractor of his/her uncovered genitalia, buttocks or breast in the presence of an individual in custody
- Voyeurism by the office member or contractor (28 CFR 115.6)

Sexual harassment - Repeated and unwelcome sexual advances; requests for sexual favors; verbal comments, gestures or actions of a derogatory or offensive sexual nature by one individual in custody that are directed toward another; or repeated verbal comments or gestures of a sexual nature to an individual in custody by a member of the Office or contractor, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures (28 CFR 115.6).

Transgender - A person whose gender identity (i.e., internal sense of feeling male or female) is different from the person's assigned sex at birth (28 CFR 115.5).

903.2 POLICY

The Boone County Sheriff's Office has zero tolerance with regard to all forms of sexual abuse and sexual harassment (28 CFR 115.111). The Office will not tolerate retaliation against any person who reports sexual abuse or sexual harassment, or who cooperates with a sexual abuse or sexual harassment investigation.

The Boone County Sheriff's Office will take immediate action to protect those in its custody who are reasonably believed to be subject to a substantial risk of imminent sexual abuse (28 CFR 115.162).

903.3 PREA COORDINATOR

The Sheriff shall delegate certain responsibilities to a PREA coordinator. The coordinator shall be an upper-level manager appointed by and directly responsible to the Sheriff or the authorized designee. The coordinator must have sufficient time and authority to develop, implement and oversee office efforts to comply with PREA standards (28 CFR 115.111).

The responsibilities of the coordinator shall include, but are not limited to:

(a) Developing and maintaining procedures to comply with the PREA Rule.

(b) Ensuring that any contract for the confinement of individuals in custody includes the requirement to adopt and comply with applicable provisions in PREA and the implementing regulations, including the obligation to provide incident-based and aggregated data, as required in 28 CFR 115.187 (28 CFR 115.112).

(c) Developing a staffing plan to provide adequate levels of staffing and video monitoring, where applicable, in order to protect those in custody from sexual abuse (28 CFR 115.113).

1. This includes documenting deviations and the reasons for deviations from the staffing plan, as well as reviewing the staffing plan a minimum of once per year.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Developing methods for office members to privately report sexual abuse and sexual harassment of individuals in custody (28 CFR 115.151).

(e) Developing a written plan to coordinate response among office members, medical and mental health practitioners, investigators, command staff and other first responders to an incident of sexual abuse (28 CFR 115.165).

(f) Ensuring a protocol is developed for investigating allegations of sexual abuse. The protocol shall include (28 CFR 115.121; 28 CFR 115.122):

1. Evidence collection practices that maximize the potential for obtaining usable physical evidence based on the most recent edition of the U.S. Department of Justice's (DOJ) Office on Violence Against Women publication, "A National Protocol for Sexual Assault Medical Forensic Examinations, Adults/ Adolescents" or a similarly comprehensive and authoritative protocol.
2. A process to ensure a criminal or administrative investigation is completed on all allegations of sexual abuse or sexual harassment.
3. A process to document all referrals to other law enforcement agencies.
4. Access to forensic medical examinations, without financial cost, for all victims of sexual abuse where appropriate. Such examinations shall be performed by Sexual Assault Forensic Examiners (SAFEs) or Sexual Assault Nurse Examiners (SANEs) where possible. If SAFEs or SANEs cannot be made available, the examination can be performed by other qualified medical practitioners. The efforts to provide SAFEs or SANEs shall be documented.
5. In accordance with security needs, provisions to give, to the extent available, individuals in custody access to victim advocacy services if the individual is transported for a forensic examination to an outside hospital that offers such services.

(g) Ensuring that individuals with limited English proficiency and disabilities have an equal opportunity to understand and benefit from efforts to prevent, detect and respond to sexual abuse and sexual harassment. This includes access to appropriate interpreters and written materials in formats or through methods that provide effective communication to those with disabilities (e.g., limited reading skills; intellectual, hearing, speech or vision disabilities) (see the Limited English Proficiency Services and Communications for Persons with Disabilities policies) (28 CFR 115.116).

1. The Office shall not rely on other individuals in custody for assistance except in limited circumstances where an extended delay in obtaining an appropriate interpreter could compromise the individual's safety, the performance of first-response duties under this policy, or the investigation of an individual's allegations of sexual abuse, harassment or retaliation.

(h) Ensuring the following is established:

1. Information on how to report sexual abuse and sexual harassment on behalf of an individual in custody (28 CFR 115.154).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

2. A protocol describing the responsibilities of the Office and any other investigating agency responsible for conducting sexual abuse or sexual harassment investigations (28 CFR 115.122).

(i) Establishing a process that includes the use of a standardized form and set of definitions to ensure accurate, uniform data is collected for every allegation of sexual abuse at facilities under the direct control of this office (28 CFR 115.187).

1. The data collected shall include, at a minimum, the data necessary to answer all questions from the most recent version of the Survey of Sexual Violence, conducted by DOJ, or any subsequent form developed by DOJ and designated for lockups.

2. The data shall be aggregated at least annually.

(j) Ensuring audits are conducted pursuant to 28 CFR 115.401 through 28 CFR 115.405 for all office facilities used to house individuals in custody overnight (28 CFR 115.193).

(k) Ensuring those who work in office facilities where individuals are held in custody are informed of the office zero-tolerance policy regarding sexual abuse and sexual harassment of individuals in custody (28 CFR 115.132).

903.4 REPORTING SEXUAL ABUSE AND HARASSMENT

Individuals in custody may make reports verbally, in writing, privately or anonymously of any of the following (28 CFR 115.151):

- Sexual abuse
- Sexual harassment
- Retaliation by other individuals in custody or office members for reporting sexual abuse or sexual harassment
- Office member neglect or violation of responsibilities that may have contributed to sexual abuse or sexual harassment

Individuals in custody shall be notified of the office zero-tolerance policy regarding sexual abuse and sexual harassment, and of at least one way to report abuse or harassment to a public or private entity that is not part of the Office and that is able to receive and immediately forward a report of sexual abuse or sexual harassment to office supervisors and command staff. This allows the individual to remain anonymous (28 CFR 115.132; 28 CFR 115.151).

903.4.1 MEMBER RESPONSIBILITIES

Office members shall accept reports from individuals in custody and third parties, and shall promptly document all reports (28 CFR 115.151).

All members shall report immediately to the Shift Supervisor any knowledge, suspicion or information regarding:

(a) An incident of sexual abuse or sexual harassment.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Retaliation against the individual or the member who reports any such incident.

(c) Any neglect or violation of responsibilities on the part of any office member that may have contributed to an incident or retaliation (28 CFR 115.161).

No member shall reveal any information related to a sexual abuse report to anyone other than to the extent necessary to make treatment and investigation decisions.

903.4.2 SHIFT SUPERVISOR RESPONSIBILITIES

The Shift Supervisor shall report to Boone County Sheriff's Office designated investigators all allegations of sexual abuse, harassment, retaliation, neglect or violations leading to sexual abuse, harassment or retaliation. This includes third-party and anonymous reports (28 CFR 115.161).

If the alleged victim is under the age of 18 or considered a dependent adult, the Shift Supervisor shall also report the allegation as required under mandatory reporting laws and office policy.

Upon receiving an allegation that an individual in custody was sexually abused while confined at another facility, the Shift Supervisor shall notify the head of that facility or the appropriate office of the agency where the alleged abuse occurred. The notification shall be made as soon as possible but no later than 72 hours after receiving the allegation. The Shift Supervisor shall document such notification (28 CFR 115.163).

If an alleged victim is transferred from the Office to a jail, prison or medical facility, the Shift Supervisor shall, as permitted by law, inform the receiving facility of the incident and the individual's potential need for medical or social services, unless the individual requests otherwise (28 CFR 115.165).

903.5 INVESTIGATIONS

The Office shall promptly, thoroughly and objectively investigate all allegations, including third-party and anonymous reports, of sexual abuse or sexual harassment. Only investigators who have received office-approved special training shall conduct sexual abuse investigations (28 CFR 115.171).

903.5.1 FIRST RESPONDER RESPONSIBILITIES

The responsibilities of the first deputy to respond to a report of sexual abuse or sexual assault shall include, but are not limited to (28 CFR 115.164):

(a) Separating the parties.

(b) Establishing a crime scene to preserve and protect any evidence.

(c) Identifying and securing witnesses until steps can be taken to collect any evidence.

(d) Requesting that the alleged victim and suspect not take any actions that could destroy physical evidence, including, as appropriate, washing, brushing teeth, changing clothes, urinating, defecating, smoking, drinking or eating if the abuse occurred within a time period that still allows for the collection of physical evidence.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

If the first responder is not a deputy, he/she shall request that the alleged victim not take any actions that could destroy physical evidence and should then notify a deputy (28 CFR 115.164).

903.5.2 INVESTIGATOR RESPONSIBILITIES

The responsibilities of investigators shall include, but are not limited to (28 CFR 115.171):

(a) Gathering and preserving direct and circumstantial evidence, including any available physical and biological evidence and any available electronic monitoring data.

(b) Interviewing alleged victims, suspects and witnesses.

(c) Reviewing any prior complaints and reports of sexual abuse involving the suspect.

(d) Conducting compelled interviews only after consulting with prosecutors as to whether compelled interviews may be an obstacle for subsequent criminal prosecution.

(e) Assessing the credibility of the alleged victim, suspect or witness on an individual basis and not by the person’s status as an individual in custody or a member of the Boone County Sheriff's Office.

(f) Documenting in written reports a description of physical, testimonial, documentary and other evidence, the reasoning behind any credibility assessments, and investigative facts and findings.

(g) Referring allegations of conduct that may be criminal to the County Prosecutor for possible prosecution, including any time there is probable cause to believe an individual in custody sexually abused another individual in custody at the office facility (28 CFR 115.178).

(h) Cooperating with outside investigators and remaining informed about the progress of any outside investigation.

903.5.3 ADMINISTRATIVE INVESTIGATIONS

Administrative investigations shall include an effort to determine whether office member actions or failures to act contributed to the abuse. The departure of the alleged abuser or victim from the employment or control of this office shall not be used as a basis for terminating an investigation (28 CFR 115.171).

903.5.4 SEXUAL ASSAULT AND SEXUAL ABUSE VICTIMS

No individual in custody who alleges sexual abuse shall be required to submit to a polygraph examination or other truth telling device as a condition for proceeding with the investigation of such an allegation (28 CFR 115.171(e)).

Victims of sexual abuse shall receive timely, unimpeded access to emergency medical treatment. Treatment services shall be provided to the victim without financial cost and regardless of whether the victim names the abuser or cooperates with any investigation arising out of the incident (28 CFR 115.182).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

903.5.5 CONCLUSIONS AND FINDINGS

All completed investigations shall be forwarded to the Sheriff, or if the allegations may reasonably involve the Sheriff, to the Boone County Commissioners. The Sheriff or Boone County Commissioners shall review the investigation and determine whether any allegations of sexual abuse or sexual harassment have been substantiated by a preponderance of the evidence (28 CFR 115.172).

All office members shall be subject to disciplinary sanctions up to and including termination for violating this policy. Termination shall be the presumptive disciplinary sanction for members who have engaged in sexual abuse. All discipline shall be commensurate with the nature and circumstances of the acts committed, the member's disciplinary history and the sanctions imposed for comparable offenses by other members with similar histories (28 CFR 115.176).

All terminations for violations of this policy, or resignations by members who would have been terminated if not for their resignation, shall be criminally investigated unless the activity was clearly not criminal and shall be reported to any relevant licensing body (28 CFR 115.176).

Any contractor who engages in sexual abuse shall be prohibited from contact with individuals in custody and reported to any relevant licensing bodies (28 CFR 115.177). The Sheriff shall take appropriate remedial measures and consider whether to prohibit further contact with individuals in custody by a contractor.

903.6 RETALIATION PROHIBITED

All individuals in custody and office members who report sexual abuse or sexual harassment or who cooperate with sexual abuse or sexual harassment investigations shall be protected from retaliation (28 CFR 115.167). If any other person who cooperates with an investigation expresses a fear of retaliation, appropriate measures shall be taken to protect that person.

The Shift Supervisor or the authorized designee shall employ multiple protection measures, such as housing changes or transfers for victims or abusers, removal of alleged abusers from contact with victims, and emotional support services for individuals in custody or members who fear retaliation for reporting sexual abuse or sexual harassment or for cooperating with investigations.

A member of the Office shall be identified by the Shift Supervisor or the authorized designee to monitor the conduct and treatment of individuals in custody or members who have reported sexual abuse, and of those who were reported to have suffered sexual abuse. The member shall act promptly to remedy any such retaliation. In the case of individuals in custody, such monitoring shall also include periodic safety checks.

903.7 REVIEWS AND AUDITS

903.7.1 INCIDENT REVIEWS

An incident review shall be conducted at the conclusion of every sexual abuse investigation, unless the allegation has been determined to be unfounded. The review should occur within 30 days of the conclusion of the investigation. The review team shall include command staff and seek input from supervisors and investigators (28 CFR 115.186).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The review shall (28 CFR 115.186):

(a) Consider whether the allegation or investigation indicates a need to change policy or practice to better prevent, detect or respond to sexual abuse.

(b) Consider whether the incident or allegation was motivated by race; ethnicity; gender identity; lesbian, gay, bisexual, transgender or intersex identification, status or perceived status; gang affiliation or other group dynamics at the office facility.

(c) Examine the area in the facility where the incident allegedly occurred to assess whether physical barriers in the area may enable abuse.

(d) Assess the adequacy of staffing levels in that area during different shifts.

(e) Assess whether monitoring technology should be deployed or augmented to supplement supervision by office members.

The review team shall prepare a report of its findings, including any determinations made pursuant to this section and any recommendations for improvement. The report shall be submitted to the Sheriff and the PREA coordinator. The Sheriff or the authorized designee shall implement the recommendations for improvement or shall document the reasons for not doing so (28 CFR 115.186).

903.7.2 DATA REVIEWS

The PREA coordinator shall conduct an annual review of collected and aggregated incident-based sexual abuse data. The review should include, as needed, data from incident-based documents, including reports, investigation files and sexual abuse incident reviews (28 CFR 115.187).

The purpose of these reviews is to assess and improve the effectiveness of sexual abuse prevention, detection and response policies, practices and training. An annual report shall be prepared that includes (28 CFR 115.188):

(a) Identification of any potential problem areas.

(b) Identification of any corrective actions taken.

(c) Recommendations for any additional corrective actions.

(d) A comparison of the current year’s data and corrective actions with those from prior years.

(e) An assessment of the progress in addressing sexual abuse.

The report shall be approved by the Sheriff and made readily available to the public through the office website. Material may be redacted from the reports when publication would present a clear and specific threat to the safety and security of the facility. However, the nature of the redacted material shall be indicated.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

All aggregated sexual abuse data from office facilities and private facilities with which it contracts shall be made readily available to the public at least annually. Before making aggregated sexual abuse data publicly available, all personal identifiers shall be removed (28 CFR 115.189).

903.8 RECORDS

The Boone County Sheriff's Office shall retain all written reports from administrative and criminal investigations pursuant to this policy for as long as the alleged abuser is in custody or is a member of the Office, plus five years (28 CFR 115.171).

All other data collected pursuant to this policy shall be securely retained for at least 10 years after the date of the initial collection unless federal, state or local law requires otherwise (28 CFR 115.189).

903.9 TRAINING

All office members and contractors who may have contact with individuals in custody shall receive office-approved training on the prevention and detection of sexual abuse and sexual harassment within the office facility.

(a) The Training Coordinator shall be responsible for developing and administering this training as appropriate, covering at a minimum (28 CFR 115.131):

1. The office zero-tolerance policy and the right of individuals in custody to be free from sexual abuse and sexual harassment and from retaliation for reporting sexual abuse or harassment.
2. The dynamics of sexual abuse and harassment in confinement settings, including which individuals in custody are most vulnerable.
3. Detecting and responding to signs of threatened and actual abuse.
4. Communicating effectively and professionally with all individuals in custody.
5. Compliance with relevant laws related to mandatory reporting of sexual abuse to outside authorities.

(b) Investigators assigned to sexual abuse investigations shall also receive training in conducting such investigations in confinement settings. Training should include (28 CFR 115.134):

1. Techniques for interviewing sexual abuse victims.
2. Proper use of *Miranda* and *Garrity* warnings.
3. Sexual abuse evidence collection in confinement settings.
4. Criteria and evidence required to substantiate a case for administrative action or prosecution referral.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Prison Rape Elimination

The Training Coordinator shall maintain documentation that office members, contractors and investigators have completed required training and that they understand the training. This understanding shall be documented through individual signature or electronic verification.

All current office members who may have contact with individuals in custody shall be trained within one year of the effective date of the PREA standards. The Office shall provide annual refresher information to all such members to ensure that they understand the current sexual abuse and sexual harassment policies and procedures.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Chapter 10 - Personnel

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Recruitment and Selection

1000.1 PURPOSE AND SCOPE

This policy provides a framework for employee recruiting efforts and identifying job-related standards for the selection process. This policy supplements the rules that govern employment practices for the Boone County Sheriff's Office and that are promulgated and maintained by the Matron.

1000.2 POLICY

In accordance with applicable federal, state, and local law, the Boone County Sheriff's Office provides equal opportunities for applicants and employees regardless of actual or perceived race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, age, disability, pregnancy, genetic information, veteran status, marital status, and any other classification or status protected by law. The Office does not show partiality or grant any special status to any applicant, employee, or group of employees unless otherwise required by law.

The Office will recruit and hire only those individuals who demonstrate a commitment to service and who possess the traits and characteristics that reflect personal integrity and high ethical standards.

1000.3 NATURE OF EMPLOYMENT

Employment with the Sheriff’s Office is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, the Sheriff’s Office may terminate the employment relationship of an employee at any time during his or her employment.

1000.4 RECRUITMENT

The Administration Commander shall employ a comprehensive recruitment and selection strategy to recruit and select employees from a qualified and diverse pool of candidates.

The strategy shall include:

(a) Establishment of a written recruitment plan.

1. The plan shall include an outline of steps for recruiting candidates who are representative of the community. This should include candidates who live in or are from the community, if appropriate and consistent with applicable laws and collective bargaining agreements.

(b) Identification of racially and culturally diverse target markets.

(c) Use of marketing strategies to target diverse applicant pools.

(d) Expanded use of technology and maintenance of a strong internet presence. This may include an interactive office website and the use of office-managed social networking sites, if resources permit.

(e) Expanded outreach through partnerships with media, community groups, citizen academies, local colleges, universities, and the military.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(f) Employee referral and recruitment incentive programs.

(g) Consideration of shared or collaborative regional testing processes.

(h) Provide for training to members assigned to recruitment activities.

The Administration Commander shall avoid advertising, recruiting, and screening practices that tend to stereotype, focus on homogeneous applicant pools, or screen applicants in a discriminatory manner.

The Office should strive to facilitate and expedite the screening and testing process, and should periodically inform each candidate of their status in the recruiting process.

1000.5 BACKGROUND INVESTIGATION

Every candidate shall undergo a thorough background investigation to verify his/her personal integrity and high ethical standards, and to identify any past behavior that may be indicative of the candidate's unsuitability to perform duties relevant to the operation of the Boone County Sheriff's Office.

1000.5.1 INVESTIGATOR TRAINING

Members who conduct background investigations shall receive office-approved training in collecting the required information.

1000.5.2 NOTICES

Background investigators shall ensure that investigations are conducted and notices provided in accordance with the requirements of the FCRA (15 USC § 1681d).

1000.5.3 REVIEW OF SOCIAL MEDIA SITES

Due to the potential for accessing unsubstantiated, private or protected information, the Administration Commander should not require candidates to provide passwords, account information or access to password-protected social media accounts.

The Administration Commander should consider utilizing the services of an appropriately trained and experienced third party to conduct open source, internet-based searches and/or review information from social media sites to ensure that:

(a) The legal rights of candidates are protected.

(b) Material and information to be considered are verified, accurate and validated.

(c) The Office fully complies with applicable privacy protections and local, state and federal law.

Regardless of whether a third party is used, the Administration Commander should ensure that potentially impermissible information is not available to any person involved in the candidate selection process.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1000.5.4 DOCUMENTING AND REPORTING

The background investigator shall summarize the results of the background investigation in a report that includes sufficient information to allow the reviewing authority to decide whether to extend a conditional offer of employment. The report shall not include any information that is prohibited from use, including that from social media sites, in making employment decisions. The report and all supporting documentation shall be included in the candidate's background investigation file.

1000.5.4 RECORDS RETENTION

The background report and all supporting documentation shall be maintained in accordance with the established records retention schedule.

1000.6 DISQUALIFICATION GUIDELINES

As a general rule, performance indicators and candidate information and records shall be evaluated by considering the candidate as a whole, and taking into consideration the following:

- Age at the time the behavior occurred
- Passage of time
- Patterns of past behavior
- Severity of behavior
- Probable consequences if past behavior is repeated or made public
- Likelihood of recurrence
- Relevance of past behavior to public safety employment
- Aggravating and mitigating factors
- Other relevant considerations

A candidate's qualifications will be assessed on a case-by-case basis, using a totality-of-the-circumstances framework.

1000.7 EMPLOYMENT STANDARDS

All candidates shall meet the minimum standards required by state law. Candidates will be evaluated based on merit, ability, competence and experience, in accordance with the high standards of integrity and ethics valued by the Office and the community.

Validated, job-related and nondiscriminatory employment standards shall be established for each job classification and shall minimally identify the training, abilities, knowledge and skills required to perform the position's essential duties in a satisfactory manner. Each standard should include performance indicators for candidate evaluation. The Matron should maintain validated standards for all positions.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1000.7.1 STANDARDS FOR OFFICERS

Candidates shall meet minimum standards established by Indiana law, including the following (I.C. § 36-8-3.5-12; 250 IAC 2-3-1 et seq.):

(a) Be a citizen of the United States.

(b) Be at least 21 years of age, but less than the maximum age as established by law when applicable.

1. Veterans are exempt from the maximum age restriction when applicable (I.C. § 36-8-4.7-5).

(c) Have obtained a high school degree or a recognized equivalent.

(d) Be free from any felony convictions or any other crime or series of crimes that would indicate to a reasonable person that the applicant is potentially dangerous, violent, or has the propensity to break the law.

(e) Demonstrate successful completion of minimum agility and aptitude tests.

(f) Be free from any physical, emotional, or mental condition that might adversely affect the exercise of police powers.

1. Before a candidate may be selected as a deputy, they shall be examined by a licensed medical doctor according to the requirements in I.C. § 36-8-8-19, which must include the following:

(a) A general medical history.

(b) A determination of the candidate's ability to perform the essential functions of the position of deputy.

2. Before a candidate may be selected as a deputy, they must obtain a positive recommendation of emotional and mental fitness.

(g) Be of good moral character as determined by a thorough background investigation and criminal history investigation.

(h) Possess a valid driver's license.

(i) Be fingerprinted for both a state and federal criminal records check.

(j) The Boone County Sheriff's Office may establish additional standards for selection of a candidate for the position of deputy pursuant to I.C. § 36-8-3.2-6.

1000.7.2 STANDARDS FOR DEPUTIES

Candidates shall meet the minimum standards established by state law and set forth by the sheriff with approval of the merit board (I.C. § 36-8-10-10; I.C. § 36-8-10-5.5; 250 IAC 2-3-1 et seq.).

1000.7.3 STANDARDS FOR SPECIAL DEPUTIES

Candidates shall meet the minimum standards established by Indiana law (I.C. § 36-8-10-10.6):

(a) Be 21 years of age or older

(b) Never have been convicted of a felony or a misdemeanor involving moral turpitude

(c) Be of good moral character

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Have sufficient training to ensure the proper performance of their authorized duties

1000.8 JOB DESCRIPTIONS

The Administration Commander should ensure that a current job description is maintained for each position in the Office.

Boone County Sheriff's Office Procedure Manual: EMPLOYMENT CATEGORIES

1000.9 SELECTION PROCESS

The Office shall actively strive to identify a diverse group of candidates that have in some manner distinguished themselves as being outstanding prospects. Minimally, the Office shall employ a comprehensive screening, background investigation, and selection process that assesses cognitive and physical abilities and includes review and verification of the following:

(a) A comprehensive application for employment (including previous employment, references, current and prior addresses, education, military record)

(b) Driving record

(c) Personal and professional reference checks, including at least three personal references

(d) Employment eligibility, including U.S. Citizenship and Immigration Services (USCIS) Employment Eligibility Verification Form I-9 and acceptable identity and employment authorization documents. This required documentation should not be requested until a candidate is hired. This does not prohibit obtaining documents required for other purposes.

(e) Information obtained from public internet sites:

1. This review should include the identification of any activity that promotes or supports unlawful violence or unlawful bias against persons based on protected characteristics (e.g., race, ethnicity, national origin, religion, gender, gender identity, sexual orientation, disability).

(f) Financial history consistent with the Fair Credit Reporting Act (FCRA) (15 USC § 1681 et seq.)

(g) Local, state, and federal criminal history record checks (including a fingerprint check for criminal records)

(h) Polygraph or voice stress analyzer examination (when legally permissible)

(i) Medical and psychological examination (may only be given after a conditional offer of employment)

(j) Review board or selection committee assessment

(k) Entire employment file from law enforcement agencies that have employed, or currently employ, a law enforcement officer candidate, including findings and orders related to prior disciplinary action or internal investigations (I.C. § 36-8-2-2)

(l) Checks against the Indiana Protection Order Registry

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(m) Relevant national and state decertification records, if available, including the National Decertification Index

(n) Any relevant information in the National Law Enforcement Accountability Database

1000.9.1 EXAMINER AND INVESTIGATOR QUALIFICATIONS

If a polygraph/voice stress analyzer examination is administered, the examiner should be appropriately licensed or certified and a copy of the license or certification should be maintained by the Administration Commander.

Medical and psychological examinations should be administered by appropriately licensed professionals. Examination results should be securely maintained in accordance with Indiana state law and the established records retention schedule (see the Personnel Records and the Records Maintenance and Release policies).

1000.9.2 HIRING PREFERENCE

The Office will provide preference as required by I.C. § 36-8-10-10.4.

1000.10 PROBATIONARY PERIODS

The Administration Commander should coordinate with the Boone County Sheriff's Office Matron to identify positions subject to probationary periods and procedures for (I.C. § 36-8-10-10):

(a) Appraising performance during probation.

(b) Assessing the level of performance required to complete probation.

(c) Extending probation.

(d) Documenting successful or unsuccessful completion of probation.

(e) Handling the unsuccessful completion of probation.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Special Assignments, Promotions, and Demotions

1001.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines for promotions and for making special assignments within the Boone County Sheriff's Office.

1001.2 POLICY

The Boone County Sheriff's Office determines assignments and promotions in a non-discriminatory manner based upon job-related factors and candidate skills and qualifications. Merit promotions are made by the Merit Board. Other assignments and promotions are made upon recommendation to the Sheriff after completion of a process vetted by staff.

1001.3 SPECIAL ASSIGNMENT POSITIONS

The following positions are considered special assignments and not promotions:

(a) Special Response Team member

(b) Investigator

(c) Motorcycle deputy

(d) Bicycle Patrol deputy

(e) Canine handler

(f) Accident investigator

(g) Field Training Officer

(h) Community Relations/Training Officer

(i) School Resource and/or Drug Abuse Resistance Education (D.A.R.E.) deputy

(j) Court Officer

1001.3.1 GENERAL REQUIREMENTS

The following requirements should be considered when selecting a candidate for a special assignment:

(a) Three years of relevant experience

(b) Off probation

(c) Possession of or ability to obtain any certification required by the Indiana Law Enforcement Training Board or law

(d) Exceptional skills, experience or abilities related to the special assignment

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1001.3.2 EVALUATION CRITERIA

The following criteria will be used in evaluating candidates for a special assignment:

(a) Presents a professional, neat appearance.

(b) Maintains a physical condition that aids in his/her performance.

(c) Expressed an interest in the assignment.

(d) Demonstrates the following traits:

1. Emotional stability and maturity
2. Stress tolerance
3. Sound judgment and decision-making
4. Personal integrity and ethical conduct
5. Leadership skills
6. Initiative
7. Adaptability and flexibility
8. Ability to conform to office goals and objectives in a positive manner

1001.3.3 SELECTION PROCESS

The selection process for special assignments will include an administrative evaluation as determined by the Sheriff to include:

(a) Supervisor recommendations - Each supervisor who has supervised or otherwise been involved with the candidate will submit a recommendation.

1. The supervisor recommendations will be submitted to the Commander for whom the candidate will work.

(b) Commander interview - The Commander will schedule interviews with each candidate.

1. Based on supervisor recommendations and those of the Commander after the interview, the Commander will submit his/her recommendations to the Sheriff.

(c) Assignment by the Sheriff.

The selection process for all special assignment positions may be waived for temporary assignments, emergency situations, training and at the discretion of the Sheriff.

1001.4 PROMOTIONAL REQUIREMENTS

Requirements and information regarding any promotional process are available at the Boone County Sheriff's Office Matron.

Boone County Sheriff's Office Procedure Manual: PROMOTION POLICY AND PROCEDURES

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1001.4.1 PROMOTIONAL PROCESS
The Administration Commander should coordinate with the Matron to develop a written promotional process for both sworn and non-sworn positions which may include:

- A written announcement of vacant positions.
- A description of the qualifications for a vacant position.
- A description of any testing procedures that will be used for a vacant position and the grading process for such tests.
- An appeal process for adverse decisions.

1001.4.2 ELIGIBILITY LISTS
If eligibility lists are used, the Administration Commander should develop criteria and procedures for developing each list which should specify the duration of each list.

1001.5 PROBATIONARY PERIODS
In the absence of a collective bargaining agreement stating otherwise, members who are promoted to supervisory or managerial positions should be required to serve a probationary period of at least one year.

1001.6 JOB DESCRIPTIONS
The Matron should ensure that a current job description is maintained for each position in the Office.

1001.7 STIPENDS
1001.7 STIPENDS
The Boone County Sheriff's Office determines stipends in a non-discriminatory manner based upon job-related factors, skills and qualifications (attributes).Only full-time employees are qualified for stipends.

a. All attributes shall be recorded in InTime by the Matron or designee.

- Any changes to an employee's attributes shall be reported to the Matron at the time of the change and reflected accordingly in InTime.

b. The Matron or designee shall send a report to each division Sergeant during the fourth quarter. Sergeants will be responsible for reviewing all attributes with their staff and both the Sergeant and employee must sign off on the report.

- All ranked staff shall go to their superior to review their report and both must sign off on it.
- All reports shall be returned to the Matron or designee by the date provided or individuals will not qualify for yearly stipend.

c. Stipends shall be paid out annually in December for each full Quarter employee was active with requirements met.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Attributes are recorded in InTime by the Matron or designee.
- If an employee leaves prior to the December payout, they will be paid for each full quarter that they worked on their final pay.

i. Quarter 1: January 1- March 31
ii. Quarter 2: April 1 – June 30
iii. Quarter 3: July 1- September 30
iv. Quarter 4: October 1 – December 31

- The Matron or designee shall send a report to the employee and their supervisor for review and signing.
- If an employee is terminated or does not leave with a full two weeks' notice they will not be paid for any attributes.

d. If certifications are required employees are responsible for ensuring that the training coordinator and the Matron or designee have the certifications on file.

- Failure to provide proper documentation of certifications will result in no pay for that attribute.

All attributes will be organized by tiers and listed as stipends in InTime.Tiers are described as follows:

Tier 1 - $1,500: SRT Team, CNT Team, IDACS Coordinator, Training Coordinator, Public Information Officer, Translator, FACT Reconstructionist

Requirements:
• SRT Team (6 Team Members): Attend a combined 75% of all Trainings and Call-Outs. SRT Commander or Designee will monitor this and advise HR if member does not meet these requirements.
• CNT Team (6 CNT Members) : Attend a combined 75% of all Trainings and Call-Outs. CNT Commander or Designee will monitor this and advise HR if member does not meet these requirements.
• IDACS Coordinator (1 Coordinator): Maintain Certification.
• Training Coordinator (1 per Division): Currently assigned to this position.
• Public Information Officer (3 Positions): Currently assigned to this position.
• Translator: Certified and court verified
• FACT Reconstructionist (5 Positions): Must be a current member of the FACT Team, certified reconstructionist and must attend 75% of all Call-Outs. Investigations Captain or Designee will monitor this and advise HR if member does not meet these requirements.Does not qualify for FACT Team Member Stipend.

Tier 2 - $1,000: Psychomotor Instructor, FACT, FTO Certified, IDACS Assistant Coordinator, Transport Certified Corrections Officer, Inmate Commissary, General Trainer, Honor Guard, Warrants, CISM Certified, Drug Recognition Expert

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Requirements:
• Psychomotor Instructor: Maintain certification.
• FACT Team Member: Current member of FACT Team and must attend 75% of all Call-Outs.Investigations Captain or Designee will monitor this and advise HR if member does not meet these requirements.
• FTO Certified Trainer: Actively Field Training staff with current assignment per quarter.
• IDACS Assistant Coordinator (2 Assistant Coordinators): Maintain Certification
• Transport Certified Corrections Officer: Maintain Current Certification (Firearms Qualified and EVO Certified) with a minimum of 5 transports per quarter.
• Inmate Commissary (4 positions): Currently assigned to this position.
• Honor Guard: Attend a combined 75% of all Trainings and Call-Outs. Honor Guard Commander or Designee will monitor this and advise HR if member does not meet these requirements.
• Warrants Team: Assigned to this position and enters a minimum of 10 warrants per quarter.
• CISM Certified: Maintain Certification, attend 75% of CISM Debriefs and an Active Member of Peer Support Team. Mental Health Consultant or Designee will monitor this and advise HR if member does not meet these requirements.
• Drug Recognition Expert (1 Position): Maintain Certification.

Tier 3 - $500: General Instructor, Car Seat Installation Technician, STOPS Instructor, Taser Instructor, ALICE Instructor, Bike Patrol, Standardized Field Sobriety Test Instructor, Quick Reaction Team, Fleet Managers, Special Teams Driver,

Requirements:
• General Instructor: Maintain Certification.
• Car Seat Installation: Maintain Certification.
• STOPS Instructor: Maintain Certification.
• Taser Instructor: Maintain Certification.
• ALICE Instructor: Maintain Certification and teach 6 hours per year.
• Bike Patrol: Certified active member and 20 hours bike patrol per year.
• Standardized Field Sobriety Test Instructor (1 Position): Maintain Certification.
• Quick Reaction Team (1 Position): Currently assigned to this position.
• Fleet Managers (2 Positions): Currently assigned to this position.
• Special Teams Driver (8 Positions): Attend a combined 75% of all Trainings and Call-Outs. SRT Commander or Designee will monitor this and advise HR if member does not meet these requirements.

Stipends will max out at $2,500.
All stipends are considered by the Sheriff or designee.All other attributes will be considered for stipends at the Sheriff's discretion.

1001.8 DEMOTIONS

The following criteria will be utilized when a request for demotion is submitted.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

• All demotion request forms are sent to the Internal Affairs Supervisor for organizing the Divisional Review Board and providing all documents related to.
• All demotions requests go before the Divisional Review board.
• The individual that is requesting the demotion can not sit on the Divisional Review Board for that demotion.
• If the employee does not agree with the decision of the Divisional Review Board then all documentation and recommendation will be reviewed by the Sheriff for final decision.
• The Divisional Review Boards are not used for Merit rank, rather the Merit Board will determine demotion for Merit Deputies.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Grievances

1002.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the Boone County Sheriff's Office grievance system. The grievance system is intended to facilitate communication and to promptly and equitably address employee grievances in the workplace.

1002.1.1 GRIEVANCE DEFINED

A grievance is a difference of opinion or dispute regarding the meaning, interpretation, or application of any of the following:

- The collective bargaining agreement
- This Policy Manual
- Rules and regulations governing personnel practices or working conditions
- Workplace issues that do not amount to misconduct under the Personnel Complaints Policy, such as fraud, waste, abuse of authority, gross mismanagement, or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety, or well-being of members

Specifically outside the category of grievances are complaints related to allegations of discrimination or harassment subject to the Discriminatory Harassment Policy. Also outside the category of grievances are personnel complaints regarding any allegation of misconduct or improper job performance against any office employee that, if true, would constitute a violation of office policy or federal, state, or local law, as set forth in the Personnel Complaints Policy.

1002.2 POLICY

It is the policy of the Boone County Sheriff's Office to provide a just and equitable system for the prompt handling of employee grievances without discrimination, coercion, restraint or retaliation against any employee who submits or is otherwise involved in a grievance.

1002.3 PROCESS

Grievances may be brought by an individual member. Members may have representation during the grievance process.

Members may submit a written report to the Sheriff's Office Human Resources representative for review. A response will be delivered either in writing or in a face to face meeting within 5 business days from receipt.

The member should follow the process outlined below.

(a) Attempt to resolve the issue through informal discussion with his/her immediate supervisor.

(b) File a written grievance with their direct supervisor within five calendar days after the incident occurs

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) The direct supervisor should respond to the problem in writing within five calendar days of receiving the grievance, after consulting with appropriate personnel, when necessary. Any discussions should be documented

(d) If the member and the direct supervisor cannot resolve the matter, the employee may request a review by their Division Commander. The request must be in writing and and presented within five calendar days of the response from the direct supervisor.

(e) If a successful resolution is not found with the Commander, the employee may request a meeting with the Sheriff. The request must be in writing and submitted within five calendar days of the Division Commander response.

(f) The Sheriff will review the issue and respond, in writing, within ten calendar days. The Sheriff may make a non-binding recommendation to resolve the problem.

(g) If the problem does not place the Sheriff's Office at risk of non-compliance with any Federal or State law, the decision of the direct supervisor or Division Commander will be final.

1002.4 GRIEVANCE RECORDS

At the conclusion of the grievance process, all documents pertaining to the process shall be forwarded to the Administration Division for inclusion into a secure file for all written grievances. Copies of the documents should also be sent to the Matron.

1002.5 POLICY OR TRAINING IMPLICATIONS

If an employee who participates in the grievance review process identifies any issue that may warrant an immediate revision to this Policy Manual, a procedural change or an immediate training need, the employee should promptly notify the Sheriff in the memorandum.

1002.6 GRIEVANCE AUDITS

The Administration Commander should perform a quarterly audit of all grievances filed the previous quarter to evaluate whether any change in policy, procedure or training may be appropriate to avoid future grievances. The AdministrationCommander should record these findings in a confidential memorandum to the Sheriff without including any identifying information about any individual grievance.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Anti-Retaliation

1003.1 PURPOSE AND SCOPE

This policy prohibits retaliation against members who identify workplace issues, such as fraud, waste, abuse of authority, gross mismanagement or any inappropriate conduct or practices, including violations that may pose a threat to the health, safety or well-being of members.

This policy does not prohibit actions taken for nondiscriminatory or non-retaliatory reasons, such as discipline for cause.

These guidelines are intended to supplement and not limit members' access to other applicable remedies. Nothing in this policy shall diminish the rights or remedies of a member pursuant to any applicable federal law, provision of the U.S. Constitution, law, ordinance or collective bargaining agreement.

1003.2 POLICY

The Boone County Sheriff's Office has a zero tolerance for retaliation and is committed to taking reasonable steps to protect from retaliation members who, in good faith, engage in permitted behavior or who report or participate in the reporting or investigation of workplace issues. All complaints of retaliation will be taken seriously and will be promptly and appropriately investigated.

1003.3 RETALIATION PROHIBITED

No member may retaliate against any person for engaging in lawful or otherwise permitted behavior; for opposing a practice believed to be unlawful, unethical, discriminatory or retaliatory; for reporting or making a complaint under this policy; or for participating in any investigation related to a complaint under this or any other policy.

Retaliation includes any adverse action or conduct, including but not limited to:

- Refusing to hire or denying a promotion.
- Extending the probationary period.
- Unjustified reassignment of duties or change of work schedule.
- Real or implied threats or other forms of intimidation to dissuade the reporting of wrongdoing or filing of a complaint, or as a consequence of having reported or participated in protected activity.
- Taking unwarranted disciplinary action.
- Spreading rumors about the person filing the complaint or about the alleged wrongdoing.
- Shunning or unreasonably avoiding a person because he/she has engaged in protected activity.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1003.4 COMPLAINTS OF RETALIATION

Any member who feels he/she has been retaliated against in violation of this policy should promptly report the matter to any supervisor, command staff member, or Sheriff.

Members shall act in good faith, not engage in unwarranted reporting of trivial or minor deviations or transgressions, and make reasonable efforts to verify facts before making any complaint in order to avoid baseless allegations. Members shall not report or state an intention to report information or an allegation knowing it to be false or with willful or reckless disregard for the truth or falsity of the information or otherwise act in bad faith.

Investigations are generally more effective when the identity of the reporting member is known, thereby allowing investigators to obtain additional information from the reporting member. However, complaints may be made anonymously. All reasonable efforts shall be made to protect the reporting member's identity. However, confidential information may be disclosed to the extent required by law or to the degree necessary to conduct an adequate investigation and make a determination regarding a complaint. In some situations, the investigative process may not be complete unless the source of the information and a statement by the member is part of the investigative process.

1003.5 SUPERVISOR RESPONSIBILITIES

Supervisors are expected to remain familiar with this policy and ensure that members under their command are aware of its provisions.

The responsibilities of supervisors include but are not limited to:

(a) Ensuring complaints of retaliation are investigated as provided in the Personnel Complaints Policy.

(b) Receiving all complaints in a fair and impartial manner.

(c) Documenting the complaint and any steps taken to resolve the problem.

(d) Acknowledging receipt of the complaint, notifying the Sheriff via the chain of command and explaining to the member how the complaint will be handled.

(e) Taking appropriate and reasonable steps to mitigate any further violations of this policy.

(f) Monitoring the work environment to ensure that any member making a complaint is not subjected to further retaliation.

(g) Periodic follow-up with the complainant to ensure that retaliation is not continuing.

(h) Not interfering with or denying the right of a member to make any complaint.

(i) Taking reasonable steps to accommodate requests for assignment or schedule changes made by a member who may be the target of retaliation if it would likely mitigate the potential for further violations of this policy.

1003.6 COMMAND STAFF RESPONSIBILITIES

The Sheriff should communicate to all supervisors the prohibition against retaliation.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Command staff shall treat all complaints as serious matters and shall ensure that prompt actions take place, including but not limited to:

(a) Communicating to all members the prohibition against retaliation.

(b) The timely review of complaint investigations.

(c) Remediation of any inappropriate conduct or condition and instituting measures to eliminate or minimize the likelihood of recurrence.

(d) The timely communication of the outcome to the complainant.

1003.7 WHISTLE-BLOWING

Indiana law protects public employees who disclose a violation of a law, rule, regulation, or ordinance of a political subdivision or the misuse of public resources to a supervisor or the inspector general (I.C. § 36-1-8-8). Members who believe they have been the subject of retaliation for engaging in such protected behaviors should promptly report it to a supervisor. Supervisors should refer the complaint to the Sheriff or the authorized designee for investigation pursuant to the Personnel Complaints Policy.

Any whistleblower who believes he/she is being retaliated against should submit their concerns in writing to any supervisor, command staff member, or Sheriff immediately. The right of a whistleblower for protection
against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

1003.8 RECORDS RETENTION AND RELEASE

The Matron shall ensure that documentation of investigations is maintained in accordance with the established records retention schedules.

1003.9 TRAINING

This policy should be reviewed with each new member.

All members should receive periodic refresher training on the requirements of this policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Reporting of Arrests, Convictions and Court Orders

1004.1 PURPOSE AND SCOPE

The purpose of this policy is to describe the notification requirements and procedures that members must follow when certain arrests, convictions and court orders restrict their ability to perform the official duties and responsibilities of the Boone County Sheriff's Office. This policy will also describe the notification requirements and procedures that certain retired deputies must follow when an arrest, conviction or court order disqualifies them from possessing a firearm.

1004.2 POLICY

The Boone County Sheriff's Office requires disclosure of member arrests, convictions and certain court orders to maintain the high standards, ethics and integrity in its workforce, and to ensure compatibility with the duties and responsibilities of the Office.

1004.3 DOMESTIC VIOLENCE CONVICTIONS AND COURT ORDERS

Federal and Indiana law prohibit individuals convicted of certain offenses and individuals subject to certain court orders from lawfully possessing firearms. Such convictions and court orders often involve allegations of the use or attempted use of force, or threatened use of a weapon on any individual in a domestic relationship (e.g., spouse, cohabitant, parent, child) (18 USC § 922; I.C. § 35-47-4-6; I.C. § 34-26-5-9; I.C. § 35-47-4-6.5).

All members and retired deputies with identification cards issued by the Office are responsible for ensuring that they have not been disqualified from possessing firearms by any such conviction or court order, and shall promptly report any such conviction or court order to a supervisor, as provided in this policy.

1004.4 OTHER CRIMINAL CONVICTIONS AND COURT ORDERS

Persons convicted of committing or attempting to commit a serious violent felony may not possess a firearm (I.C. § 35-47-4-5).

While legal restrictions may or may not be imposed by statute or by the courts upon conviction of any criminal offense, criminal conduct by members of this office may be inherently in conflict with law enforcement duties and the public trust, and shall be reported as provided in this policy.

1004.5 REPORTING

All members and all retired deputies with identification cards issued by the Office shall immediately notify their supervisors (retired deputies should immediately notify the Shift Supervisor or the Sheriff) in writing of any past or current criminal detention, arrest, charge or conviction in any state or foreign country, regardless of whether the matter was dropped or rejected, is currently pending or is on appeal, and regardless of the penalty or sentence, if any.

All members and all retired deputies with identification cards issued by the Office shall immediately notify their supervisors (retired deputies should immediately notify the Shift Supervisor or the

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Sheriff) in writing if they become the subject of a domestic violence-related order or any court order that prevents the member or retired deputy from possessing a firearm or requires suspension or revocation of applicable Indiana Law Enforcement Training Board certification.

Any member whose criminal arrest, conviction or court order restricts or prohibits that member from fully and properly performing his/her duties, including carrying a firearm, may be disciplined. This includes, but is not limited to, being placed on administrative leave, reassignment and/or termination. Any effort to remove such disqualification or restriction shall remain entirely the responsibility of the member, on his/her own time and at his/her own expense.

Any member failing to provide prompt written notice pursuant to this policy shall be subject to discipline, up to and including termination.

Retired deputies may have their identification cards rescinded or modified, as may be appropriate (see the Retired Officer Identification Card Policy).

1004.5.1 NOTIFICATION REQUIREMENTS

The Sheriff or the Chief Deputy should submit the proper notice to the Indiana Law Enforcement Training Board of any convictions that could disqualify an employee.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Drug- and Alcohol-Free Workplace

1005.1 PURPOSE AND SCOPE

The purpose of this policy is to establish clear and uniform guidelines regarding drugs and alcohol in the workplace (41 USC § 8103).

1005.2 POLICY

It is the policy of the Boone County Sheriff's Office to provide a drug- and alcohol-free workplace for all members (I.C. § 22-9-5-24).

1005.3 GENERAL GUIDELINES

Alcohol and drug use in the workplace or on office time can endanger the health and safety of office members and the public.

Members who have consumed an amount of an alcoholic beverage or taken any medication, or combination thereof, that would tend to adversely affect their mental or physical abilities shall not report for duty. Affected members shall notify the Shift Supervisor or appropriate supervisor as soon as the member is aware that the member will not be able to report to work. If the member is unable to make the notification, every effort should be made to have a representative contact the supervisor in a timely manner. If the member is adversely affected while on-duty, the member shall be immediately removed and released from work (see the Work Restrictions section in this policy).

1005.3.1 USE OF MEDICATIONS

Members should not use any medications that will impair their ability to safely and completely perform their duties. Any member who is medically required or has a need to take any such medication shall report that need to BCSO Human Resources prior to commencing any on-duty status.

1005.4 MEMBER RESPONSIBILITIES

Members shall report for work in an appropriate mental and physical condition. Members are prohibited from purchasing, manufacturing, distributing, dispensing, possessing or using controlled substances or alcohol on office premises or on office time (41 USC § 8103). The lawful possession or use of prescribed medications or over-the-counter remedies is excluded from this prohibition.

Members who are authorized to consume alcohol as part of a special assignment shall not do so to the extent of impairing on-duty performance.

Members shall notify a supervisor immediately if they observe behavior or other evidence that they believe demonstrates that a fellow on-duty member is impaired due to drug or alcohol use.

Members are required to notify their immediate supervisors of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction (41 USC § 8103).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1005.5 CBD USE

Members who purchase CBD must ensure they are buying CBD from a reputable seller and to determine its source. If it is sourced from marijuana, it may contain enough THC to show on a drug test.

If CBD is sourced from properly grown hemp, the product should legally contain 0.3% THC or less and is not likely to show in a urine test. However, it could still show a positive result for THC and result in a failed drug test.

If THC shows on a drug test and results in a failed drug test, the employee may be required to enter into a counseling program, or participation in a substance abuse rehabilitation or treatment program, or be subject to immediate termination.

Members must notify their Direct Supervisor and complete a Prescription Notification Form (Appendix B). Members should not, however, disclose to the Sheriff's Office underlying medical conditions unless directed to do so.

See attachment: APPENDIX B

1005.6 EMPLOYEE ASSISTANCE PROGRAM

There may be available a voluntary employee assistance program to assist those who wish to seek help for alcohol and drug problems (41 USC § 8103). Insurance coverage that provides treatment for drug and alcohol abuse also may be available. Employees should contact the Matron, their insurance providers or the employee assistance program for additional information. It is the responsibility of each employee to seek assistance before alcohol or drug problems lead to performance problems.

See the Officer Wellness Policy

1005.6.1 CONTINUED DRUG AND ALCOHOL TESTING

When a member has had a confirmed positive test result or has been sent to a drug dependency program at the request of the Sheriff's Office, the member will be required to take and pass random drug testing during the two-year period as a condition for the member to return to work.

1005.7 WORK RESTRICTIONS

If a member informs a supervisor that he/she has consumed any alcohol, drug or medication that could interfere with a safe and efficient job performance, the member may be required to obtain clearance from his/her physician before continuing to work.

If the supervisor reasonably believes, based on objective facts, that a member is impaired by the consumption of alcohol or other drugs, the supervisor shall prevent the member from continuing work and shall ensure that he/she is safely transported away from the Office.

1005.8 SCREENING TESTS

A supervisor may require an employee to submit to a screening under any the following circumstances:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) The supervisor reasonably believes, based upon objective facts, that the employee is under the influence of alcohol or drugs that are impairing his/her ability to perform duties safely and efficiently.

(b) The employee discharges a firearm in the performance of his/her duties (excluding training or authorized euthanizing of an animal).

(c) The employee discharges a firearm issued by the Office while off-duty, resulting in injury, death or substantial property damage.

(d) The employee drives a motor vehicle in the performance of his/her duties and becomes involved in an incident that results in bodily injury, death or substantial damage to property.

1005.8.1 SUPERVISOR RESPONSIBILITIES

The supervisor shall prepare a written record documenting the specific facts that led to the decision to require the test, and shall inform the employee in writing of the following:

(a) The test will be given to detect either alcohol or drugs, or both.

(b) The result of the test is not admissible in any criminal proceeding against the employee.

(c) The employee may refuse the test, but refusal may result in dismissal or other disciplinary action.

1005.8.2 DISCIPLINE

An employee may be subject to disciplinary action if he/she:

(a) Fails or refuses to submit to a screening test.

(b) After taking a screening test that indicates the presence of a controlled substance, fails to provide proof, within 72 hours after being requested, that he/she took the controlled substance as directed, pursuant to a current and lawful prescription issued in his/her name.

Employees who refuse to submit to a test are subject to immediate termination. Members will be placed on administrative leave with pay pending the completion of an internal investigation

1005.9 POSITIVE TEST

If a member tests positive on an initial screening test, the member will be temporarily suspended while the confirmation test is being conducted. On receipt of the confirmation test, the member will be subject to disciplinary action, up to and including termination. Discipline selected by the Sheriff's Office will depend on a variety of factors, including the prior work record of the member the length of prior employment, the prior accident and attendance record of the member, the circumstances that led to the testing, and the proposals by the member to address the problem.

1005.9.1 RIGHT TO EXPLAIN TEST RESULTS

All members have the right to meet with the testing laboratory personnel and with the Sheriff's Office to explain their test results. These discussions should be considered confidential except that information disclosed in such tests will be communicated to personnel within the Sheriff's

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Office or within the lab who need to know such information to make proper decisions regarding the test results or regarding the employment of the individual.

1005.9.2 RETESTING

Members may request a retest of their positive test results within 3 days after notification by the Sheriff's Office of a positive test result. This retest is at the expense of the individual, unless the original test result is called into question by the retest.

Where the member believes that the positive test result was affected by taking lawful or prescribed substances, the individual may be suspended without pay pending receipt of confirming information to substantiate the claims of the individual. Normally, the individual will be provided no more than 5 business days in which to provide this additional information.

Once the Sheriff's Office has determined whether there is evidence to indicate that the test results are incorrect, the Sheriff's Office will advise the individual of its decision.

1005.9.3 POST REHABILITATION TESTING

When a member has had a confirmed positive test result or has been sent to a drug dependency program at the request of the Sheriff's Office, the Sheriff's Office, as a condition of continued employment, will require the taking and passing by the member of follow-up drug tests during a probationary period within the two-year period after the member's return to work.

1005.10 COMPLIANCE WITH THE DRUG-FREE WORKPLACE ACT

No later than 30 days following notice of any drug statute conviction for a violation occurring in the workplace involving a member, the Office will take appropriate disciplinary action, up to and including dismissal, and/or requiring the member to satisfactorily participate in a drug abuse assistance or rehabilitation program (41 USC § 8104).

1005.11 CONFIDENTIALITY

The Office recognizes the confidentiality and privacy due to its members. Disclosure of any information relating to substance abuse treatment, except on a need-to-know basis, shall only be with the express written consent of the member involved or pursuant to lawful process.

The written results of any screening tests and all documents generated by the employee assistance program are considered confidential medical records and shall be maintained in the member's confidential medical file in accordance with the Personnel Records Policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Time-Off Benefit and Military Leave

1006.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the use and processing of paid time-off (PTO) and military leave. The accrual and terms of use of PTO for eligible employees are detailed in the Sheriff's Member's personnel manual.

The PTO benefit is an inclusive time-off program intended for use in connection with vacation, short-term injuries and illnesses, personal business, family issues and other needs, including FMLA which may require time off from work. Paid Time Off does not affect employees or members who are regularly scheduled to work a holiday.

This policy is not intended to cover all types of leaves. For example, employees may be entitled to additional paid or unpaid leave for certain family and medical reasons as provided for in the Family and Medical Leave Act (FMLA) (29 USC § 2601 et seq.) or the Indiana Organ or Bone Marrow Donor Acts or through the critical illness bank (I.C. § 4-15-16-7; I.C. 4-15-16-8).

1006.2 POLICY

It is the policy of the Boone County Sheriff's Office to provide eligible employees with a paid time-off and military leave benefits.

1006.3 PTO ACCRUAL

Eligible employees accrue PTO hours on a bi-weekly basis according to their weekly work schedule and their years of service as of the beginning of the year based on the accrual schedule outlined below. PTO will be credited and deducted on a payroll by payroll basis. PTO can be used in increments of thirty (30) minutes or more.

Employees on approved FMLA shall continue to accrue PTO time while on leave. Pay for PTO will be calculated based on the employee's base pay rate at the beginning of the absence. New employees will begin to accrue PTO time beginning with their first pay period.

See attachment: Boone County Sheriff's Office Paid Time Off Schedule

1006.4 PTO USAGE

Employees with a PTO balance may not opt to take excused absences without pay in lieu of PTO for purposes of saving accrued PTO time. Employees with insufficient PTO time to cover requested periods of time off may be granted excused time off without pay at the discretion of the Sheriff or the authorized designee.

An employee using PTO for his or her own illness, injury or health condition shall not engage in outside employment during the period of leave. Employees may not borrow against their PTO account; therefore, no advance leave will be granted.

In the event that a holiday falls while an employee is utilizing PTO, and the employee qualifies for holiday time, the employee will not be charged PTO hours for that holiday.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1006.5 FMLA USAGE

Medical leave may be covered under the Family Medical Leave Act.

See attachment: FMLA

1006.6 REQUESTING -TIME-OFF

All PTO must be requested and approved by the Immediate Supervisor in advance prior to an absence. Exceptions may include requests for leave due to an unforeseen illness or injury. The Sheriff's Office reserves the right to require a Fitness for Duty statement if there is reason to believe an individual is not fit to return to work following the use of PTO.

Requests will be approved based on a number of factors, including departmental seniority, and staffing needs. The Elected Official or Department Head reserves the right to deny PTO requests that may have an adverse effect on its operations or impacts staffing needs in order to meet business necessities.

Paid Time Off under this policy carries a corresponding duty on the part of each employee to use his or her time responsibly. Employees should give as much notice as possible.

An unexcused absence or absences could result in disciplinary proceedings which may include an oral or written reprimand, an unpaid suspension(s) up to and including termination.

1006.6.1 NOTIFICATION

Employees who are unable to report to work due to an illness or injury should notify their Immediate Supervisor before the scheduled start of their workday. An employee using unscheduled PTO may not be paid for the absence unless he or she has provided notification before the commencement of each workday (or, in case of an emergency, as soon as reasonably possible).

When an employee is absent for a qualifying event under the Family and Medical Leave Act, they must follow procedures and provide all documents as required by County policy Employees and Members will be required to use fifty (50) percent of their PTO balance as of the commencement date of their leave.

Upon return to work, members are responsible for ensuring their time off was appropriately accounted for, and for completing and submitting the required documentation describing the type of time off used and the specific amount of time taken.

1006.7 SUPERVISOR RESPONSIBILITIES

The responsibilities of supervisors include, but are not limited to:

(a) Monitoring and regularly reviewing the attendance of those under their command to ensure that the use of PTO is consistent with this policy.

(b) Attempting to determine whether an absence of four or more days may qualify as family medical leave and consult with the Matron as appropriate.

(c) Referring eligible members to an available employee assistance program when appropriate.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1006.8 PTO UPON TERMINATION

Upon voluntary termination of employment, other than for just cause, full-time employees who are off of probationary status are eligible for reimbursement of unused PTO up to a maximum of 50% of their PTO balance as of their last day worked. Members with 20 years of service are eligible for 100% of their PTO balance as of their last day worked.

There is no reimbursement when the termination is non-voluntary.

1006.9 MILITARY LEAVE

The Boone County Sheriff's Office provides eligible employees with military leave as follows:

Boone County Sheriff's Office Procedure Manual: SHORT TERM MILITARY LEAVE

Boone County Sheriff's Office Procedure Manual: EXTENDED MILITARY LEAVE

Boone County Sheriff's Office Procedure Manual: MILITARY FAMILY LEAVE (STATE)

1006.10 BEREAVEMENT

Upon a death in an employee's immediate family, i.e., current spouse, child, current step children, brothers, sisters, parents of the employee, and parents of the spouse shall be eligible to receive up to five (5) days of bereavement time.
Up to three (3) days of bereavement time will be given for the death of grand-parents, brothers and sister-in-laws, aunts and uncles, step parents, stepbrothers, stepchildren of the employee. Documentation of the appropriate circumstances may be required of the employee, i.e., Death Certificate or obituary article.

1006.11 MENTAL HEALTH HOURS

Eligible employees accrue (12) Mental Health Hours each quarter for a total of (48) Mental Health Hours per year. Hours will carry through to the end of the calendar year and are not eligible to be carried over to the next calendar year. Accruals will be January, April, July and October. Mental Health Hours can be used in increments of one (1) hour or more.

Mental Health Hours are intended to be used for staff to have hours available to prioritize their mental and emotional wellbeing after high stress calls and/or in times of serious personal crises. For additional information on our Wellness Program, go to Boone County Sheriff's Office Policy Manual: 1034.2 POLICY.

Employees on approved FMLA shall continue to accrue Mental Health Hours while on leave. Pay for Mental Health Hours will be calculated based on the employee's base pay rate at the beginning of the absence. New Employees will begin to accrue Mental Health Hours based on the month in the quarter they are hired; they will accrue four (4), eight (8) or twelve (12) hours.

All Mental Health Hours must be requested and approved by the Immediate Supervisor in advance prior to an absence. Exceptions may include requests for leave due to unforeseen circumstances. Requests will be approved based on a number of factors, including departmental seniority and staffing needs. While every effort will be made to honor Mental Health Hours requests, the Elected

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Official or Department Head reserves the right to deny Mental Health Hours requests that may have an adverse effect on operations in order to meet business necessities.

The Sheriff's Office reserves the right to require a Fitness for Duty evaluation if there is reason to believe an individual is not fit to return to work following the use of Mental Health Hours.

Upon termination of employment, voluntary and non-voluntary, there will be no payout of Mental Health Hours.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Communicable Diseases

1007.1 PURPOSE AND SCOPE

This policy provides general guidelines to assist in minimizing the risk of office members contracting and/or spreading communicable diseases.

This policy also addresses the requirement that the Boone County Sheriff's Office have a policy on communicable diseases and provide related training (I.C. § 16-41-11-6).

1007.1.1 DEFINITIONS

Definitions related to this policy include:

Communicable disease - A human disease caused by microorganisms that are present in and transmissible through human blood, bodily fluid, tissue, or by breathing or coughing. These diseases commonly include but are not limited to hepatitis B virus (HBV), HIV, and tuberculosis.

Exposure - When an eye, mouth, mucous membrane, or non-intact skin comes into contact with blood or other potentially infectious materials, or when these substances are injected or infused under the skin; when an individual is exposed to a person who has a disease that can be passed through the air by talking, sneezing or coughing (e.g., tuberculosis), or the individual is in an area that was occupied by such a person. Exposure only includes those instances that occur due to a member's position at the Boone County Sheriff's Office (see the exposure control plan for further details to assist in identifying whether an exposure has occurred).

1007.2 POLICY

The Boone County Sheriff's Office is committed to providing a safe work environment for its members. Members should be aware that they are ultimately responsible for their own health and safety.

1007.3 EXPOSURE CONTROL OFFICER

The Boone County Health Department Local Health Officer is the Exposure Control Officer (ECO). The ECO shall develop an exposure control plan that includes:

(a) Exposure-prevention and decontamination procedures.

(b) Procedures for when and how to obtain medical attention in the event of an exposure or suspected exposure.

(c) The provision that office members will have no-cost access to the appropriate personal protective equipment (PPE) (i.e., gloves, face masks, eye protection, pocket masks) that is appropriate for each member's position and risk of exposure.

(d) Evaluation of persons in custody for any exposure risk and measures to separate them.

(e) Compliance with all relevant laws or regulations related to communicable diseases, ensuring that:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. Procedures are implemented ensuring members follow universal precautions, including any standards adopted and requirements imposed by the Indiana Occupational Safety and Health Administration (IOSHA) (I.C. § 16-41-11-3; 410 I.A.C. 1-4-8; 29 CFR 1910.1030).
2. Members having direct contact with blood or bodily fluids in the scope of their duties follow universal precautions and apply disciplinary measures for failure to follow universal precautions (I.C. § 16-41-11-3; I.C. § 16-41-11-4; 410 I.A.C. 1-4-8).
3. Training and equipment is provided to members pursuant to I.C. § 16-41-11-5.
4. Procedures are implemented to ensure the appropriate handling of infectious waste (I.C. § 16-41-16-1; 410 I.A.C. 1-3-23).
5. Procedures are implemented regarding provision of appropriate testing, treatment and counseling through I.C. § 16-41-10-1 et seq.
6. Responses are made to requests and notifications regarding exposures covered under the Ryan White law (42 USC § 300ff-133; 42 USC § 300ff-136).

The ECO should also act as the liaison with IOSHA and may request voluntary compliance inspections. The ECO should periodically review and update the exposure control plan and review implementation of the plan.

1007.4 EXPOSURE PREVENTION AND MITIGATION

1007.4.1 GENERAL PRECAUTIONS

All members are expected to use good judgment and follow training and procedures related to mitigating the risks associated with communicable disease. This includes but is not limited to (I.C. § 16-41-11-4):

(a) Stocking disposable gloves, antiseptic hand cleanser, CPR masks, or other specialized equipment in the work area of office vehicle, as applicable.

(b) Wearing office-approved disposable gloves when contact with blood, other potentially infectious materials, mucous membranes, and non-intact skin can be reasonably anticipated.

(c) Washing hands immediately or as soon as feasible after removal of gloves or other PPE.

(d) Treating all human blood and bodily fluids/tissue as if it is known to be infectious for a communicable disease.

(e) Using an appropriate barrier device when providing CPR.

(f) Using a face mask or shield if it is reasonable to anticipate an exposure to an airborne transmissible disease.

(g) Decontaminating non-disposable equipment (e.g., flashlight, control devices, clothing, portable radio) as soon as possible if the equipment is a potential source of exposure.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. Clothing that has been contaminated by blood or other potentially infectious materials shall be removed immediately or as soon as feasible and stored/ decontaminated appropriately.

(h) Handling all sharps and items that cut or puncture (e.g., needles, broken glass, razors, knives) cautiously and using puncture-resistant containers for their storage and/or transportation.

(i) Avoiding eating, drinking, smoking, applying cosmetics, or lip balm, or handling contact lenses where there is a reasonable likelihood of exposure.

(j) Disposing of biohazardous waste appropriately or labeling biohazardous material properly when it is stored.

Boone County Sheriff's Office Procedure Manual: COMMUNICABLE DISEASE PROCEDURES

1007.4.2 IMMUNIZATIONS

Members who could be exposed to HBV due to their positions may receive the HBV vaccine and any routine booster at no cost.

The Boone County Health Office will maintain records of all employees receiving the hepatitis B vaccinations and will also issue follow up notices for the second and third injections in the series.

Boone County Sheriff's Office Procedure Manual: IMMUNIZATION PROCEDURES

1007.5 POST EXPOSURE

1007.5.1 INITIAL POST-EXPOSURE STEPS

Members who experience an exposure or suspected exposure shall:

(a) Begin decontamination procedures immediately (e.g., wash hands and any other skin with soap and water, flush mucous membranes with water).

(b) Obtain medical attention as appropriate.

(c) Notify a supervisor as soon as practicable but in no case more than 24 hours after the exposure (I.C. § 16-41-10-2).

1. In the event the member wants to be notified of any test results following an exposure, the member should submit the requisite form prescribed by the state department and the IN emergency medical services commission to:

(a) The Boone County Sheriff's Office;

(b) The state department; and

(c) The medical director of the medical facility to which the person who was a source of the exposure was admitted or located at the time of the exposure, if applicable.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1007.5.2 REPORTING REQUIREMENTS

The supervisor on-duty shall investigate every exposure or suspected exposure that occurs as soon as possible following the incident. The supervisor shall ensure the following information is documented:

(a) Name of the member exposed

(b) Date and time of the incident

(c) Location of the incident

(d) Potentially infectious materials involved and the source of exposure (e.g., identification of the person who may have been the source)

(e) Work being done during exposure

(f) How the incident occurred or was caused

(g) PPE in use at the time of the incident

(h) Actions taken post-event (e.g., clean-up, notifications)

The supervisor shall advise the member that disclosing the identity and/or infectious status of a source to the public or to anyone who is not involved in the follow-up process is prohibited. The supervisor should complete the incident documentation in conjunction with other reporting requirements that may apply (see the Work-Related Illness and Injury Reporting and Illness and Injury Prevention policies).

1007.5.3 MEDICAL CONSULTATION, EVALUATION AND TREATMENT

Office members shall have the opportunity to have a confidential medical evaluation immediately after an exposure and follow-up evaluations as necessary.

The ECO should request a written opinion/evaluation from the treating medical professional that contains only the following information:

(a) Whether the member has been informed of the results of the evaluation.

(b) Whether the member has been notified of any medical conditions resulting from exposure to blood or other potentially infectious materials which require further evaluation or treatment.

No other information should be requested or accepted by the ECO.

1007.5.4 COUNSELING

The Office shall provide the member, and his/her family if necessary, the opportunity for counseling and consultation regarding the exposure.

1007.5.5 SOURCE TESTING

Testing a person for communicable diseases when that person was the source of an exposure should be done when it is desired by the exposed member or when it is otherwise appropriate.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Source testing is the responsibility of the ECO. If the ECO is unavailable to seek timely testing of the source, it is the responsibility of the exposed member's supervisor to ensure testing is sought.

Source testing may be achieved by:

(a) Obtaining consent from the individual.

(b) Seeking assistance from the treating physician or the appropriate medical director or designated physician to have the source tested (I.C. § 16-41-10-3).

(c) HIV testing when ordered by a physician (I.C. § 16-41-6-1).

(d) Public health officials seeking consent or a court order (I.C. § 16-41-6-2).

(e) The ECO or the member petitioning the appropriate court for an order requiring testing (I.C. § 16-41-10-2.5; I.C. § 16-41-10-2.6; I.C. § 16-41-10-3).

Since there is the potential for overlap between the different manners in which source testing may occur, the ECO is responsible for coordinating the testing to prevent unnecessary or duplicate testing.

The ECO should seek the consent of the individual for testing and consult the County Attorney to discuss other options when no statute exists for compelling the source of an exposure to undergo testing if he/she refuses.

1007.6 CONFIDENTIALITY OF REPORTS

Medical information shall remain in confidential files and shall not be disclosed to anyone without the member's written consent (except as required by law). Test results from persons who may have been the source of an exposure are to be kept confidential as well (I.C. § 16-41-10-5).

1007.7 TRAINING

All members shall participate in training regarding communicable diseases commensurate with the requirements of their position. The training shall (I.C. § 16-41-11-5):

(a) Be provided at the time of initial assignment to tasks where an occupational exposure may take place and at least annually after the initial training.

(b) Be provided whenever the member is assigned new tasks or procedures affecting his/her potential exposure to communicable disease.

(c) Provide guidance on what constitutes an exposure, what steps can be taken to avoid an exposure and what steps should be taken if a suspected exposure occurs.

(d) Be properly documented.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Smoking and Tobacco Use

1008.1 PURPOSE AND SCOPE

This policy establishes limitations on smoking and the use of tobacco products by members and others while on-duty or while in Boone County Sheriff's Office facilities or vehicles.

For the purpose of this policy, smoking and tobacco use includes, but is not limited to, any tobacco product, such as cigarettes, cigars, pipe tobacco, snuff, tobacco pouches and chewing tobacco, as well as any device that is intended to simulate smoking, such as an electronic cigarette or personal vaporizer.

1008.2 POLICY

The Boone County Sheriff's Office recognizes that tobacco use is a health risk and can be offensive to others. Smoking and tobacco use also presents an unprofessional image for the Office and its members. Therefore smoking and tobacco use is prohibited by members and visitors in all office facilities, buildings and vehicles, and as is further outlined in this policy.

1008.3 SMOKING AND TOBACCO USE

Indiana law (HEA 1149) prohibits smoking and County Ordinance #93-10 prohibits the use of any form of tobacco by members, Department Heads, Elected Officials, vendors, contractors or members of the public throughout the County’s facilities and grounds or within any space under the County’s control where the public is invited or permitted

Members have a responsibility to report violations by a member of the public or other employees to their direct supervisor or other official of the Sheriff's Office. A member may do so without fear of reprisal or retaliation.

In addition to the potential infraction penalties applicable to violations of Indiana law on smoking, violation of this policy by a member is subject to disciplinary action up to and including termination. Violations of this policy by others in the presence of members shall be handled in accordance with the policies and procedures adopted by the Board of Commissioners for all premises under the control of the County.

1008.4 ADDITIONAL PROHIBITIONS

No member shall smoke tobacco products within eight feet of an entrance to a County facility. A sign that reads “State Law Prohibits Smoking within 8 Feet of this Entrance” shall be conspicuously displayed at every public entrance of the Boone County Sheriff's Office (I.C. § 7.1-5-12-4).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Personnel Complaints

1009.1 PURPOSE AND SCOPE

This policy provides guidelines for the reporting, investigation, and disposition of complaints regarding the conduct of members of the Boone County Sheriff's Office. Except as otherwise noted, this policy shall not apply to any questioning, counseling, instruction, informal verbal admonishment, or other routine or unplanned contact of a member in the normal course of duty, by a supervisor or any other member, nor shall this policy apply to a criminal investigation.

1009.2 POLICY

The Boone County Sheriff's Office takes seriously all complaints regarding the service provided by the Office and the conduct of its members.

The Office will accept and address all complaints of misconduct in accordance with this policy and applicable federal, state, and local laws; municipal and county rules; and the requirements of any collective bargaining agreements.

It is also the policy of this office to ensure that the community can report misconduct without concern for reprisal or retaliation.

1009.3 PERSONNEL COMPLAINTS

Personnel complaints include any allegation of misconduct or improper job performance that, if true, would constitute a violation of office policy or federal, state, or local law, policy, or rule. Personnel complaints may be generated internally or by the public.

Inquiries about conduct or performance that, if true, would not violate office policy or federal, state, or local law, policy, or rule may be handled informally by a supervisor and shall not be considered a personnel complaint. Such inquiries generally include clarification regarding policy, procedures, or the response to specific incidents by the Office.

1009.3.1 COMPLAINT CLASSIFICATIONS

Personnel complaints shall be classified in one of the following categories:

Informal - A matter in which the Shift Supervisor is satisfied that appropriate action has been taken by a supervisor of rank greater than the accused member.

Formal - A matter in which a supervisor determines that further action is warranted. Such complaints may be investigated by a supervisor of rank greater than the accused member or referred to the Sheriff or the authorized designee, depending on the seriousness and complexity of the investigation.

Incomplete - A matter in which the complaining party either refuses to cooperate or becomes unavailable after diligent follow-up investigation. At the discretion of the assigned supervisor or the Sheriff or the authorized designee, such matters may be further investigated depending on the seriousness of the complaint and the availability of sufficient information.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1009.3.2 SOURCES OF COMPLAINTS
The following applies to the source of complaints:

(a) Individuals from the public may make complaints in any form, including in writing, by email, in person, or by telephone.

(b) Any office member becoming aware of alleged misconduct shall immediately notify a supervisor.

(c) Supervisors shall initiate a complaint based upon observed misconduct or receipt from any source alleging misconduct that, if true, could result in disciplinary action.

(d) Anonymous and third-party complaints should be accepted and investigated to the extent that sufficient information is provided.

(e) Tort claims and lawsuits may generate a personnel complaint.

1009.3.3 IDENTIFICATION OF DISCIPLINARY MEASURES
The Administrative Supervisor should ensure that the types of punitive measures that may be used against members in the event of disciplinary action (e.g., suspension, demotion, termination) are identified and made known to all members.

Counseling and/or remedial training may be used in lieu of punitive measures, if appropriate.

1009.4 AVAILABILITY AND ACCEPTANCE OF COMPLAINTS

1009.4.1 ACCEPTANCE
All complaints will be courteously accepted by any office member and promptly given to the appropriate supervisor. Although written complaints are preferred, a complaint may also be filed orally, either in person or by telephone. Such complaints will be directed to a supervisor. If a supervisor is not immediately available to take an oral complaint, the receiving member shall obtain contact information sufficient for the supervisor to contact the complainant. The supervisor, upon contact with the complainant, shall complete and submit the complaint as appropriate.

Although not required, complainants should be encouraged to file complaints in person so that proper identification, signatures, photographs, or physical evidence may be obtained as necessary.

1009.5 DOCUMENTATION
Supervisors shall ensure that all formal and informal complaints are documented. The supervisor shall ensure that the nature of the complaint is defined as clearly as possible.

All complaints and inquiries should also be documented in a log that records and tracks complaints. The log shall include the nature of the complaint and the actions taken to address the complaint. On an annual basis, the Office should audit the log and send an audit report to the Sheriff or the authorized designee.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1009.6 ADMINISTRATIVE INVESTIGATIONS

The Administration Commander or the supervisor in charge of the internal affairs function shall have direct access to the Sheriff or the authorized designee. Allegations of misconduct will be administratively investigated as follows.

1009.6.1 SUPERVISOR RESPONSIBILITIES

In general, the primary responsibility for the investigation of a personnel complaint shall rest with the member's immediate supervisor, unless the supervisor is the complainant, or the supervisor is the ultimate decision-maker regarding disciplinary action, or has any personal involvement regarding the alleged misconduct. The Sheriff or the authorized designee may direct that another supervisor investigate any complaint.

A supervisor who becomes aware of alleged misconduct shall take reasonable steps to prevent aggravation of the situation.

The responsibilities of supervisors include, but are not limited to:

(a) Ensuring that upon receiving or initiating any formal complaint, a complaint statement is completed.

1. The original complaint statement will be directed to the Shift Supervisor of the accused member, via the chain of command, who will take appropriate action and/or determine who will have responsibility for the investigation.
2. In circumstances where the integrity of the investigation could be jeopardized by reducing the complaint to writing or where the confidentiality of a complainant is at issue, a supervisor shall orally report the matter to the member's Commander or the Sheriff, who will initiate appropriate action.

(b) Responding to all complainants in a courteous and professional manner.

(c) Resolving those personnel complaints that can be resolved immediately.

1. Follow-up contact with the complainant should be made the next business day after the Office received the complaint.
2. If the matter is resolved and no further action is required, the supervisor will note the resolutionand forward it to the Shift Supervisor.

(d) Ensuring that upon receipt of a complaint involving allegations of a potentially serious nature, the Enforcement Commander and the Sheriff are notified via the chain of command as soon as practicable.

(e) Promptly contacting the Sheriff and the Chief Deputy for direction regarding the supervisor's role in addressing a complaint that relates to sexual, racial, ethnic, or other forms of prohibited harassment or discrimination.

(f) Forwarding unresolved personnel complaints to the Enforcement Commander, who will determine whether to contact the complainant or assign the complaint for investigation.

(g) Informing the complainant of the investigator’s name and the complaint number within three days after assignment.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(h) Investigating a complaint as follows:

1. Making reasonable efforts to obtain names, addresses, and telephone numbers of witnesses.
2. When appropriate, ensuring immediate medical attention is provided and photographs of alleged injuries and accessible uninjured areas are taken.

(i) Ensuring that the procedural rights of the accused member are followed.

(j) Ensuring interviews of the complainant are generally conducted during reasonable hours.

1009.6.2 ADMINISTRATIVE INVESTIGATION PROCEDURES

Whether conducted by a supervisor or the Sheriff or the authorized designee, the following applies to members covered by I.C. § 36-8-2:

(a) Interviews of an accused member should be conducted during reasonable hours and preferably when the member is on-duty. If the member is off-duty, he/she should be compensated.

(b) Unless waived by the member, interviews of an accused member should be at the Boone County Sheriff's Office or other reasonable and appropriate place.

(c) No more than two interviewers should ask questions of an accused member.

(a) Questions should be specific and directly related to the performance of duties or fitness for service as a deputy.

(d) Prior to any interview, a member should be informed of the nature of the investigation.

1. The member should also be informed of who will be in charge of the investigation, the identity of the interviewers, and any other person who will be present during the interview.
2. A statement of rights should be signed by the member and the interviewer.
3. A copy of the complaint, in a noncriminal case, should be provided to the deputy.

(e) All interviews should be for a reasonable period and the member's personal needs should be accommodated.

(f) No member should be subjected to offensive or threatening language, nor shall any promises, rewards, or other inducements be used to obtain answers.

(g) Any member refusing to answer questions directly related to the investigation may be ordered to answer questions administratively and may be subject to discipline for failing to do so.

(a) A member should be given an order to answer questions in an administrative investigation that might incriminate the member in a criminal matter only after the member has been given a *Garrity* advisement. Administrative investigators should consider the impact that compelling a statement from the member may have on any related criminal investigation and should take reasonable steps to avoid creating any foreseeable conflicts between the two related

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

investigations. This may include conferring with the person in charge of the criminal investigation (e.g., discussion of processes, timing, implications).

(b) No information or evidence administratively coerced from a member may be provided to anyone involved in conducting the criminal investigation, or to any prosecutor.

(h) The interviewer should record all interviews of members and witnesses. The member may also record the interview. If the member has been previously interviewed, a copy of that recorded interview should be provided to the member prior to any subsequent interview.

1. Upon request, the member should be provided with a written transcript of the recorded interview, at no cost.

(i) All members subjected to interviews that could result in discipline have the right to have an uninvolved representative present during the interview. However, in order to maintain the integrity of each individual's statement, involved members shall not consult or meet with a representative or attorney collectively or in groups prior to being interviewed.

1. Unrepresented members may have a reasonable time to obtain representation.

(j) All members shall provide complete and truthful responses to questions posed during interviews.

(k) No member may be compelled to submit to a polygraph or truth telling device examination, nor shall any refusal to submit to such examination be mentioned in any investigation.

See attachment: Internal Notice Statement of Rights

1009.6.3 ADMINISTRATIVE INVESTIGATION FORMAT

Formal investigations of personnel complaints shall be thorough and complete and shall essentially follow this format:

Introduction - Include the identity of the members, the identity of the assigned investigators, the initial date, and source of the complaint.

Synopsis - Provide a brief summary of the facts giving rise to the investigation.

Summary - List the allegations separately, including applicable policy sections, with a brief summary of the evidence relevant to each allegation. A separate recommended finding should be provided for each allegation.

Evidence - Each allegation should be set forth with the details of the evidence applicable to each allegation provided, including comprehensive summaries of member and witness statements. Other evidence related to each allegation should also be detailed in this section.

Conclusion - A recommendation regarding further action or disposition should be provided.

Exhibits - A separate list of exhibits (e.g., recordings, photos, documents) should be attached to the report.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1009.6.4 DISPOSITIONS

Each personnel complaint shall be classified with one of the following dispositions:

Unfounded - When the investigation discloses that the alleged acts did not occur or did not involve office members. Complaints that are determined to be frivolous will fall within the classification of unfounded.

Exonerated - When the investigation discloses that the alleged act occurred but that the act was justified, lawful, and/or proper.

Not sustained - When the investigation discloses that there is insufficient evidence to sustain the complaint or fully exonerate the member.

Sustained - When the investigation discloses sufficient evidence to establish that the act occurred and that it constituted misconduct.

If an investigation discloses misconduct or improper job performance that was not alleged in the original complaint, the investigator shall take appropriate action with regard to any additional allegations.

1009.6.5 COMPLETION OF INVESTIGATIONS

Every investigator or supervisor assigned to investigate a personnel complaint or other alleged misconduct shall proceed with due diligence in an effort to complete the investigation within one year from the date of discovery by an individual authorized to initiate an investigation.

1009.6.6 EXTENSIONS

When an investigator or supervisor determines additional time is necessary to complete the investigation, a written request to extend the investigation beyond one year should be submitted to the Sheriff for approval.

1009.6.7 NOTICE TO COMPLAINANT OF INVESTIGATION STATUS

The member conducting the investigation should provide the complainant with periodic updates on the status of the investigation, as appropriate.

1009.7 ADMINISTRATIVE SEARCHES

Deputies shall not store personal items with an expectation of personal privacy in such places as lockers, desks, agency-owned vehicles, file cabinets, computers, or similar
areas that are under control and management of the Boone County Sheriff’s Office.

While this agency recognizes the need for deputies to occasionally store personal items in such areas, deputies should be aware that these and similar places may be inspected or otherwise entered into meet operational needs, internal investigatory requirements, or for other reasons at the direction of the Sheriff or his/her designee. Assigned lockers, storage spaces, and other areas, including desks, offices, and vehicles, may be searched as part of an administrative investigation upon reasonable suspicion of misconduct.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1009.8 ADMINISTRATIVE LEAVE

When a complaint of misconduct is of a serious nature, or when circumstances indicate that allowing the accused to continue to work would adversely affect the mission of the Office, the Sheriff or the authorized designee may temporarily assign an accused employee to administrative leave. Any employee placed on administrative leave:

(a) May be required to relinquish any office badge, identification, assigned weapons, and any other office equipment.

(b) Shall be required to continue to comply with all policies and lawful orders of a supervisor.

(c) May be temporarily reassigned to a different shift, generally a normal business-hours shift, during the investigation. The employee may be required to remain available for contact at all times during such shift, and will report as ordered.

Boone County Sheriff's Office Procedure Manual: ADMINISTRATIVE LEAVE PROCEDURES

1009.9 CRIMINAL INVESTIGATION

Where a member is accused of potential criminal conduct, a separate supervisor or investigator shall be assigned to investigate the criminal allegations apart from any administrative investigation. Any separate administrative investigation may parallel a criminal investigation.

The Sheriff shall be notified as soon as practicable when a member is accused of criminal conduct. The Sheriff may request a criminal investigation by an outside law enforcement agency.

A member accused of criminal conduct shall be provided with all rights afforded to a civilian. The member should not be administratively ordered to provide any information in the criminal investigation.

The Boone County Sheriff's Office may release information concerning the arrest or detention of any member, including a deputy, that has not led to a conviction. No disciplinary action should be taken until an independent administrative investigation is conducted.

1009.10 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES

Upon completion of a formal investigation, an investigation report should be forwarded to the Sheriff through the chain of command. Each level of command should review the report and include his/her comments in writing before forwarding the report. The Sheriff may accept or modify any classification or recommendation for disciplinary action.

1009.10.1 COMMANDER RESPONSIBILITIES

Upon receipt of any completed personnel investigation, the Commander of the involved member shall review the entire investigative file, the member's personnel file, and any other relevant materials.

The Commander may make recommendations regarding the disposition of any allegations and the amount of discipline, if any, to be imposed.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Prior to forwarding recommendations to the Sheriff, the Commander may return the entire investigation to the assigned investigator or supervisor for further investigation or action.

When forwarding any written recommendation to the Sheriff, the Commander shall include all relevant materials supporting the recommendation. Actual copies of a member's existing personnel file need not be provided and may be incorporated by reference.

1009.10.2 SHERIFF RESPONSIBILITIES

Upon receipt of any written recommendation for disciplinary action, the Sheriff shall review the recommendation and all accompanying materials. The Sheriff may modify any recommendation and/or may return the file to the Commander for further investigation or action.

Once the Sheriff is satisfied that no further investigation or action is required by staff, the Sheriff shall determine the amount of discipline, if any, that should be imposed. In the event disciplinary action is proposed, the Sheriff shall provide the member with a written notice and the following (I.C. § 36-28-2.1):

(a) Access to all of the materials considered by the Sheriff in recommending the proposed discipline.

(b) An opportunity to respond orally or in writing to the Sheriff within five days of receiving the notice.

1. Upon a showing of good cause by the member, the Sheriff may grant a reasonable extension of time for the member to respond.
2. If the member elects to respond orally, the presentation shall be recorded by the Office. Upon request, the member shall be provided with a copy of the recording.

Once the member has completed his/her response, or if the member has elected to waive any such response, the Sheriff shall consider all information received in regard to the recommended discipline.

The Sheriff may, either exercise the Disciplinary authority granted to him in IC 36-8-10-11 or refer such matter to the Boone County Sheriff’s Merit Board whichever, in his sole and absolute discretion, the Sheriff feels best serves the interests of the Office and the community.

The Sheriff shall render a timely written decision to the member and specify the grounds and reasons for discipline and the effective date of the discipline. Once the Sheriff has issued a written decision, the discipline shall become effective.

Boone County Sheriff's Office Procedure Manual: EMPLOYEE PROGRESSIVE DISCIPLINE

1009.10.3 POST-ADMINISTRATIVE INVESTIGATION PROCEDURES TIMELINES

The chain of command review should be completed within one month after the investigation is complete.

The Sheriff should review the investigation and recommendation for disciplinary action as soon as practicable and propose the appropriate disciplinary action within two months of receiving the investigation and recommendations.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1009.10.4 NOTICE OF FINAL DISPOSITION TO THE COMPLAINANT
The Sheriff or the authorized designee should ensure that the complainant is provided written notification of the disposition (i.e., sustained, not sustained, exonerated, unfounded) of the complaint.

1009.10.5 EXTENSION OF POST-INVESTIGATION PROCEDURE TIMELINES
When any member in the chain of command determines additional time is necessary to complete his/her review, a written request to extend the time for review and recommendation should be submitted to the Sheriff for approval.

1009.10.6 BOONE COUNTY SHERIFF'S MERIT BOARD
Certain levels of discipline may require the use of a Merit Board.

Boone County Sheriff's Office Procedure Manual: MERIT BOARD AUTHORITY AND PROCEDURES

Boone County Sheriff's Office Procedure Manual: ELECTION OF MERIT BOARD MEMBERS

Boone County Sheriff's Office Procedure Manual: MERIT BOARD HEARINGS AND RULES

1009.11 PRE-DISCIPLINE EMPLOYEE RESPONSE

The pre-discipline process is intended to provide the accused employee with an opportunity to present a written or oral response to the Sheriff after having had an opportunity to review the supporting materials and prior to imposition of any recommended discipline. The employee shall consider the following:

(a) The response is not intended to be an adversarial or formal hearing.

(b) Although the employee may be represented by an uninvolved representative or legal counsel, the response is not designed to accommodate the presentation of testimony or witnesses.

(c) The employee may suggest that further investigation could be conducted or the employee may offer any additional information or mitigating factors for the Sheriff to consider.

(d) In the event that the Sheriff elects to conduct further investigation, the employee shall be provided with the results prior to the imposition of any discipline.

(e) The employee may thereafter have the opportunity to further respond orally or in writing to the Sheriff on the limited issues of information raised in any subsequent materials.

1009.11.1 REVIEW AND HEARING
If the Sheriff proposes to dismiss, demote, or suspend a deputy for more than 15 days, a hearing shall be held as provided in I.C. § 36-8-10-11

If the Sheriff, based upon the facts of the investigation, believes that the allegations are serious enough, that the allegations may affect and be detrimental to the general discipline and operation of the Office, and the potential discipline that may be placed upon the member for such alleged

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

violations is significant enough (such as suspension for more than fifteen, dismissal or reduction in rank) then, the Sheriff may, based upon his determination alone, refer such action to the Boone County Sheriff's Merit Board for hearing and make such recommendation upon such referral as he deems necessary for the effective and efficient operation of the Office.

Based upon an immediate referral to the Boone County Sheriff's Merit Board for action, the Sheriff may, at his option, take one of the following two actions:

(a) Suspend the member with pay pending the hearing before the Boone County Sheriff's Merit Board

(b) Suspend the member without pay, for fifteen (15) days or less and set the matter for a consultation before the member's supervisor.

Boone County Sheriff's Office Procedure Manual: TEMPORARY SUSPENSIONS

1009.12 RESIGNATIONS/RETIREMENTS PRIOR TO DISCIPLINE

In the event that a member tenders a written resignation or notice of retirement prior to the imposition of discipline, it shall be noted in the file. The tender of a resignation or retirement by itself shall not serve as grounds for the termination of any pending investigation or discipline.

1009.13 POST-DISCIPLINE APPEAL RIGHTS

The decision of the merit board to dismiss, demote, or temporarily suspend an employee is reviewable in the circuit court as provided in I.C. § 36-8-10-11.

Boone County Sheriff's Office Procedure Manual: APPEAL FROM DECISION OF THE MERIT BOARD

1009.14 FRINGE BENEFITS

If the discipline issued is dismissal, the employee shall be provided written notice as to the status of his/her fringe and retirement benefits after dismissal.

1009.15 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause, at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

1009.16 RETENTION OF PERSONNEL INVESTIGATION FILES

All personnel complaints shall be maintained in accordance with the established records retention schedule and as described in the Personnel Records Policy.

1009.17 NOTIFICATION OF THE LAW ENFORCEMENT TRAINING BOARD

The Sheriff or the authorized designee shall notify the Law Enforcement Training Board (LETB) of the final determination of discipline of a deputy in the following circumstances (I.C. § 5-2-1-12.5):

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. Conviction of a felony or a finding of not guilty for a felony by reason of mental disease or defect.
2. Conviction of a misdemeanor under circumstances that would cause a reasonable belief that the deputy is dangerous, violent, or has a demonstrated propensity to violate the law.
3. Falsification of qualifications for employment as a deputy.
4. Participation in criminal conduct that was uncharged.

The notification shall occur within 30 days of the imposition of the discipline.

If a deputy resigns or retires during an administrative investigation of any of the above grounds for discipline, the Sheriff or the authorized designee shall notify the LETB within 30 days of the resignation or retirement (I.C. § 5-2-1-12.5).

1009.18 PROBATIONARY EMPLOYEES AND OTHER MEMBERS

At-will and probationary employees and members other than non-probationary employees may be disciplined and/or released from employment without adherence to any of the procedures set out in this policy, and without notice or cause, at any time. These individuals are not entitled to any rights under this policy. However, any of these individuals released for misconduct should be afforded an opportunity solely to clear their names through a liberty interest hearing, which shall be limited to a single appearance before the Sheriff or the authorized designee.

In cases where an individual has been absent for more than a week or when additional time to review the individual is considered to be appropriate, the probationary period may be extended at the discretion of the Sheriff.

1009.19 DISCIPLINARY PROCEDURE OUTSIDE THE PERSONNEL COMPLAINT PROCESS

This section applies to any questioning, counseling, instruction, informal verbal admonishment, or other routine or unplanned contact of a member in the normal course of duty.

Counseling and/or remedial training may be used in lieu of punitive measures, if appropriate. Supervisors may use counseling and remedial training as corrective measures. These measures may be administered during the normal course of supervision, as the result of an informal investigation of misconduct or improper work performance, or as directed by the Sheriff.

(a) Counseling should be used to change negative behavior before punitive measures are necessary. Certain first offenses or minor violations may be addressed by counseling.

1. If a supervisor provides counseling to a member as a corrective measure, the supervisor should document the purpose and the effect of the counseling experience.

(b) Remedial training should be used to improve member effectiveness and performance through positive and constructive methods. If a supervisor facilitates training as a corrective measure, the supervisor shall document the purpose and scope of the training.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Remedial training should be documented in accordance with the Personnel Records Policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Safety Belts

1010.1 PURPOSE AND SCOPE

This policy establishes guidelines for the use of safety belts and child restraints. This policy will apply to all members operating or riding in office vehicles.

1010.1.1 DEFINITIONS

Definitions related to this policy include:

Child restraint system - An infant or child passenger restraint system that meets Federal Motor Vehicle Safety Standards (FMVSS) and regulations set forth in 49 CFR 571.213 (I.C. § 9-19-11-1 et seq.).

Safety belt system - A system utilizing a lap belt, a shoulder belt or any other belt or combination of belts installed in a motor vehicle to restrain drivers and passengers, and that conforms to federal regulations (49 CFR 571).

1010.2 POLICY

It is the policy of the Boone County Sheriff's Office that members use safety and child restraint systems to reduce the possibility of death or injury in a motor vehicle accident.

1010.3 WEARING OF SAFETY RESTRAINTS

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by this office while on- or off-duty, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Office, are properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a safety belt would endanger the office member or the public. Members must be prepared to justify any deviation from this requirement.

1010.4 TRANSPORTING CHILDREN

Child passengers shall be transported using an approved child restraint system in compliance with I.C. § 9-19-11-1 et seq.

Rear seat passengers in a cage-equipped vehicle may have reduced clearance, which requires careful seating and positioning of safety belts. Due to this reduced clearance, and if permitted by law, children and any child restraint system may be secured in the front seat of such vehicles provided this positioning meets federal safety standards and the vehicle and child restraint system manufacturer’s design and use recommendations. In the event that a child is transported in the front seat of a vehicle, the seat should be pushed back as far as possible and the passenger-side air bag should be deactivated. If this is not possible, members should arrange alternate transportation when feasible.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1010.5 TRANSPORTING SUSPECTS, PRISONERS OR ARRESTEES

Suspects, prisoners and arrestees should be in a seated position, handcuffed, and secured in the office vehicle with a prisoner restraint system or, when a prisoner restraint system is not available, by safety belts provided by the vehicle manufacturer. The prisoner restraint system is not intended to be a substitute for handcuffs or other appendage restraints.

Prisoners in leg restraints shall be transported in accordance with the Handcuffing and Restraints Policy.

1010.6 INOPERABLE SAFETY BELTS

Office vehicles shall not be operated when the safety belt in the driver's position is inoperable. Persons shall not be transported in a seat in which the safety belt is inoperable.

Office vehicle safety belts shall not be modified, removed, deactivated or altered in any way, except by the vehicle maintenance and repair staff, who shall do so only with the express authorization of the Sheriff.

Members who discover an inoperable restraint system shall report the defect to the appropriate supervisor. Prompt action will be taken to replace or repair the system.

1010.7 VEHICLES MANUFACTURED WITHOUT SAFETY BELTS

Vehicles manufactured and certified for use without safety belts or other restraint systems are subject to the manufacturer’s operator requirements for safe use.

1010.8 VEHICLE AIRBAGS

In all vehicles equipped with airbag restraint systems, the system will not be tampered with or deactivated, except when transporting children as written elsewhere in this policy. All equipment installed in vehicles equipped with airbags will be installed as per the vehicle manufacturer specifications to avoid the danger of interfering with the effective deployment of the airbag device.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Body Armor

1011.1 PURPOSE AND SCOPE

The purpose of this policy is to provide deputies with guidelines for the proper use of body armor.

1011.2 POLICY

It is the policy of the Boone County Sheriff's Office to maximize deputy safety through the use of body armor in combination with prescribed safety procedures. While body armor provides a significant level of protection, it is not a substitute for the observance of deputy safety procedures.

1011.3 ISSUANCE

The Administration Commander shall ensure that body armor is issued to all deputies and that, when issued, the body armor meets or exceeds the standards of the National Institute of Justice (I.C. § 36-8-9-9; I.C. § 36-8-10-4.5).

Body armor shall be issued when a deputy begins service at the Boone County Sheriff's Office and shall be replaced when the body armor becomes worn or damaged to the point that its effectiveness or functionality has been compromised.

The Sheriff may authorize issuance of body armor to uniformed, civilian members whose jobs may make wearing of body armor advisable.

1011.3.1 USE

Generally, the required use of body armor is subject to the following:

(a) Members shall only wear office-approved body armor.

(b) Members shall wear body armor any time they are in a situation where they could reasonably be expected to take enforcement action, including when engaged in pre-planned high-risk operations.

(c) Members shall wear body armor when working in uniform or taking part in office range training.

(d) Members are not required to wear body armor when they are functioning primarily in an administrative or support capacity and would not reasonably be expected to take enforcement action.

(e) Deputies may be excused from wearing body armor when they are involved in undercover or plainclothes work that their supervisor determines could be compromised by wearing body armor, or when a supervisor determines that other circumstances make it inappropriate to mandate wearing body armor.

1. In those instances when body armor is not worn, deputies should have reasonable access to their body armor.

1011.3.2 INSPECTION

Supervisors should ensure through routine observation and periodic documented inspections that body armor is worn and maintained in accordance with this policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Annual inspections of body armor should be conducted by a person trained to perform the inspection for fit, cleanliness and signs of damage, abuse and wear.

1011.3.3 CARE AND MAINTENANCE

The required care and maintenance of body armor is subject to the following:

(a) Members are responsible for inspecting their body armor for signs of damage, wear and cleanliness at the start of each shift.

1. Unserviceable body armor shall be reported to the supervisor.

(b) Members are responsible for the proper storage of their body armor.

1. Body armor should not be stored for an extended period of time in an area where environmental conditions (e.g., temperature, light, humidity) could potentially degrade its effectiveness.

(c) Members are responsible for the care and cleaning of their body armor pursuant to the manufacturer's care instructions.

1. Body armor should not be exposed to any cleaning agents or methods not specifically recommended by the manufacturer.

2. Failure to follow manufacturer's care instructions may damage the ballistic performance capabilities of the body armor. If care instructions for the body armor cannot be located, the manufacturer should be contacted to request the instructions.

(d) Body armor should be replaced in accordance with the manufacturer's recommended replacement schedule, or when its effectiveness or functionality has been compromised (I.C. § 36-8-9-9; I.C. § 36-8-10-4.5).

1011.4 CHIEF DEPUTY RESPONSIBILITIES

The responsibilities of the Chief Deputy or the authorized designee include, but are not limited to:

(a) Monitoring technological advances in the body armor industry for any appropriate changes to office-approved body armor.

(b) Assessing the level of weapons and ammunition currently utilized by the public and the suitability of approved body armor to protect against those threats.

(c) Educating deputies about the safety benefits of wearing body armor.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Personnel Records

1012.1 PURPOSE AND SCOPE

This policy governs maintenance and access to personnel records. Personnel records include any file maintained under an individual member's name.

1012.2 POLICY

It is the policy of this office to maintain personnel records and preserve the confidentiality of personnel records pursuant to the Constitution and the laws of Indiana (I.C. § 5-14-3-4).

1012.3 OFFICE FILE

The office file shall be maintained as a record of a person’s employment/appointment with this office. The office file should contain, at a minimum:

(a) Personal data, including photographs, marital status, names of family members, educational and employment history or similar information. A photograph of the member should be permanently retained.

(b) Election of employee benefits.

(c) Personnel action reports reflecting assignments, promotions and other changes in employment/appointment status. These should be permanently retained.

(d) Original performance evaluations. These should be permanently maintained.

(e) Discipline records, including copies of sustained personnel complaints.

(f) Adverse comments such as supervisor notes or memos may be retained in the office file after the member has had the opportunity to read and initial the comment.

1. Once a member has had an opportunity to read and initial any adverse comment, the member shall be given the opportunity to respond in writing to the adverse comment.
2. Any member response shall be attached to and retained with the original adverse comment.
3. If a member refuses to initial or sign an adverse comment, at least one supervisor should note the date and time of such refusal on the original comment. Such a refusal, however, shall not be deemed insubordination, nor shall it prohibit the entry of the adverse comment into the member's file.

(g) Commendations and awards.

(h) Any other information, the disclosure of which would constitute an unwarranted invasion of personal privacy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1012.4 SUPERVISOR NOTES

Supervisor notes may be separately maintained internally by a member's supervisor for the purpose of completing timely performance evaluations. The supervisor's notes may contain supervisor comments, notes, notices to correct, and other materials that are intended to serve as a foundation for the completion of timely performance evaluations.

1012.5 TRAINING FILE

An individual training file shall be maintained by the Training Coordinator for each member. Training files will contain records of all training; original or photocopies of available certificates, transcripts, diplomas and other documentation; and education and firearms qualifications. Training records may also be created and stored remotely, either manually or automatically (e.g., Daily Training Bulletin (DTB) records).

(a) The involved member is responsible for providing the Training Coordinator or immediate supervisor with evidence of completed training/education in a timely manner.

(b) The Training Coordinator or supervisor shall ensure that copies of such training records are placed in the member’s training file.

1012.6 INTERNAL AFFAIRS FILE

Internal affairs files shall be maintained under the exclusive control of the Sheriff or the authorized designee in conjunction with the office of the Sheriff. Access to these files may only be approved by the Sheriff or the Sheriff or the authorized designee supervisor.

These files shall contain the complete investigation of all formal complaints of member misconduct, regardless of disposition. Investigations of complaints that result in the following findings shall not be placed in the member's office file but will be maintained in the internal affairs file:

(a) Not sustained

(b) Unfounded

(c) Exonerated

1012.7 MEDICAL FILE

A medical file shall be maintained separately from all other personnel records in a red folder and shall contain all documents relating to the member’s medical condition and history, including but not limited to:

(a) Materials relating to a medical leave of absence, including leave under the Family and Medical Leave Act (FMLA).

(b) Documents relating to worker's compensation claims or the receipt of short- or long-term disability benefits.

(c) Fitness-for-duty examinations, psychological and physical examinations, follow-up inquiries and related documents.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) Medical release forms, doctor’s slips and attendance records that reveal a member’s medical condition.

(e) Any other documents or materials that reveal the member’s medical history or medical condition, including past, present or future anticipated mental, psychological or physical limitations.

1012.8 SECURITY

Personnel records should be maintained in a secured location and locked either in a cabinet or access-controlled room. Personnel records maintained in an electronic format should have adequate password protection.

Personnel records are subject to disclosure only as provided in this policy, the Records Maintenance and Release Policy or according to applicable discovery procedures.

Nothing in this policy is intended to preclude review of personnel records by the Boone County Commissioners, County Attorney or other attorneys or representatives of the County in connection with official business.

1012.8.1 REQUESTS FOR DISCLOSURE

Any member receiving a request for a personnel record shall promptly notify the Custodian of Records or other person charged with the maintenance of such records.

Upon receipt of any such request, the responsible person shall notify the affected member as soon as practicable that such a request has been made.

The responsible person shall further ensure that an appropriate response to the request is made in a timely manner, consistent with applicable law. In many cases, this may require assistance of available legal counsel.

All requests for disclosure that result in access to a member’s personnel records, shall be logged in the corresponding file.

1012.8.2 RELEASE OF PERSONNEL INFORMATION

The Office may release:

(a) The factual basis for a disciplinary action in which final action has been taken and that resulted in the employee being suspended, demoted, or discharged (I.C. § 5-14-3-4(b)(8)).

(b) Information related to the status of formal charges against an employee.

(c) Personnel information otherwise permitted to be released under I.C. § 5-14-3-4(b)(8)).

1012.8.3 REQUESTS FROM OUTSIDE AGENCIES

The Custodian of Records shall timely comply with requests from hiring law enforcement agencies for information regarding a current or former member, including employment files and disciplinary records (I.C. § 36-8-2-2).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1012.9 MEMBER ACCESS TO HIS/HER OWN PERSONNEL RECORDS

Any member or their representative may request access to his/her own personnel records during the normal business hours of those responsible for maintaining such files (I.C. § 5-14-3-4(b)(8)).

Members or Employees who wish to review their own file should contact their direct supervisor.With reasonable notice, a member may review material in his or her file but only in the County's offices, and in the presence of the individual appointed by the Sheriff to maintain the files. Access shall be consistent with state law. The review of personnel records will be conducted in the presence of Sheriff's Administrative Personnel, Chief Deputy, or the Sheriff.

Any member seeking the removal of any item from his/her personnel records shall file a written request to the Sheriff through the chain of command. The Office shall remove any such item if appropriate, or within 30 days provide the member with a written explanation of why the contested item will not be removed. If the contested item is not removed from the file, the member's request and the written response from the Office shall be retained with the contested item in the member's corresponding personnel record.

No one can review any personnel file without written permission from the employee.

Members may be restricted from accessing files containing any of the following information:

(a) An ongoing internal affairs investigation to the extent that it could jeopardize or compromise the investigation pending final disposition or notice to the member of the intent to discipline.

(b) Confidential portions of internal affairs files that have not been sustained against the member.

(c) Criminal investigations involving the member.

(d) Letters of reference concerning employment/appointment, licensing or issuance of permits regarding the member.

(e) Any portion of a test document, except the cumulative total test score for either a section of the test document or for the entire test document.

(f) Materials used by the Office for staff management planning, including judgments or recommendations concerning future salary increases and other wage treatments, management bonus plans, promotions and job assignments or other comments or ratings used for Office planning purposes.

(g) Information of a personal nature about a person other than the member if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.

(h) Records relevant to any other pending claim between the Office and the member that may be discovered in a judicial proceeding.

1012.10 RETENTION AND PURGING

Unless provided otherwise in this policy, personnel records shall be maintained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) During the preparation of each member’s performance evaluation, all personnel complaints and disciplinary actions should be reviewed to determine the relevancy, if any, to progressive discipline, training and career development. Each supervisor responsible for completing the member's performance evaluation should determine whether any prior sustained disciplinary file should be retained beyond the required period for reasons other than pending litigation or other ongoing legal proceedings.

(b) If a supervisor determines that records of prior discipline should be retained beyond the required period, approval for such retention should be obtained through the chain of command from the Sheriff.

(c) If, in the opinion of the Sheriff, a personnel complaint or disciplinary action maintained beyond the required retention period is no longer relevant, all records of such matter may be destroyed in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Request for Change of Assignment

1013.1 PURPOSE AND SCOPE

This policy establishes guidelines for office members to request a change of assignment in response to an announced vacancy.

1013.2 POLICY

It is the policy of the Boone County Sheriff's Office that all requests for change of assignment be considered in an equitable and nondiscriminatory manner.

1013.3 REQUEST FOR CHANGE OF ASSIGNMENT

Members requesting a change of assignment shall submit a request to the appropriate Commander and inform their immediate supervisor.

The change of assignment request provides members with the opportunity to list their qualifications for specific assignments. It should include:

(a) The member’s relevant experience, education and training.

(b) All assignments in which the member is interested.

The request will remain in effect until the end of the calendar year in which it was submitted. Effective January 1 of each year, members still interested in a change of assignment should complete and submit a new request.

1013.4 RESPONSIBILITIES

1013.4.1 DIVISION COMMANDER

The Division Commander will review all change of assignment requests and submit his/her recommendation to the Sheriff.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Commendations and Awards

1014.1 PURPOSE AND SCOPE

This policy provides general guidelines for recognizing commendable or meritorious acts of members of the Boone County Sheriff's Office and individuals from the community.

1014.2 POLICY

It is the policy of the Boone County Sheriff's Office to recognize and acknowledge exceptional individual or group achievements, performance, proficiency, heroism and service of its members and individuals from the community through commendations and awards.

1014.3 COMMENDATIONS

Commendations for members of the Office or for individuals from the community may be initiated by any office member or by any person from the community.

1014.4 CRITERIA

A meritorious or commendable act may include, but is not limited to:

- Superior handling of a difficult situation.
- Conspicuous bravery or outstanding performance.
- Any action or performance that is above and beyond typical duties.

1014.4.1 OFFICE MEMBER DOCUMENTATION

Members of the Office should document meritorious or commendable acts. The documentation should contain:

(a) Identifying information:

1. For members of the Office - name, division and assignment at the date and time of the meritorious or commendable act
2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the member submitting the documentation.

1014.4.2 COMMUNITY MEMBER DOCUMENTATION

Documentation of a meritorious or commendable act submitted by a person from the community should be accepted in any form. However, written documentation is preferred. Office members accepting the documentation should attempt to obtain detailed information regarding the matter, including:

(a) Identifying information:

1. For members of the Office - name, division and assignment at the date and time of the meritorious or commendable act

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

2. For individuals from the community - name, address, telephone number

(b) A brief account of the meritorious or commendable act with report numbers, as appropriate.

(c) The signature of the person submitting the documentation.

1014.4.3 PROCESSING DOCUMENTATION
Documentation regarding the meritorious or commendable act of a member of the Office should be forwarded to the Award Committee for review.

The Award committee shall consist of all personnel at the rank of Captain and above.

The committee shall evaluate each nomination, selecting award recipients by the criteria specified in each award category.

- Each award nomination will be given a number.
- The committee shall vote on the contents of each nomination by secret ballot.

The Sheriff or the authorized designee will present the commendation to the office member for his/her signature. The documentation will then be returned to the Administration secretary for entry into the member's personnel file.

Documentation regarding the meritorious or commendable act of an individual from the community should be forwarded and signed by the Sheriff. An appropriate venue or ceremony to acknowledge the individual's actions should be arranged. Documentation of the commendation shall be maintained in a file designated for such records.

1014.5 AWARDS
Awards may be bestowed upon members of the Office and individuals from the community. These awards include:

- Medal of Honor
- Medal of Valor.
- Medal of Bravery
- Medal of Merit.
- Purple Heart
- Memorial Commendation
- Community Service Medal
- Certificate of Commendation (Sworn)
- Certificate of Outstanding Performance (Citizen)
- Certificate of Appreciation (Citizen)
- Letter of Appreciation (Sworn and Civilian Personnel)

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Commendations and Awards

Criteria for each award and the selection, presentation, and display of any award are determined by the Sheriff.

Boone County Sheriff's Office Procedure Manual: AWARD CRITERIA

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Fitness for Duty

1015.1 PURPOSE AND SCOPE

Monitoring members' fitness for duty is essential for the safety and welfare of the members of the Office and the community. The purpose of this policy is to ensure that all members of this office remain fit for duty and able to perform their job functions.

1015.2 POLICY

The Boone County Sheriff's Office strives to provide a safe and productive work environment and ensure that all members of this office can safely and effectively perform the essential functions of their jobs. Under limited circumstances, the Office may require a professional evaluation of a member's physical and/or mental capabilities to determine his/her ability to perform essential functions.

1015.3 MEMBER RESPONSIBILITIES

It is the responsibility of each member of this office to maintain physical stamina and psychological stability sufficient to safely and effectively perform the essential duties of his/her position.

During working hours, all members are required to be alert, attentive and capable of performing their assigned responsibilities.

Any member who feels unable to perform his/her duties shall promptly notify a supervisor. In the event that a member believes that another office member is unable to perform his/her duties, such observations and/or belief shall be promptly reported to a supervisor.

Refer to the Officer Wellness Policy

1015.4 SUPERVISOR RESPONSIBILITIES

All supervisors should be alert to any indication that a member may be unable to safely perform his/her duties due to an underlying physical or psychological impairment or condition.

Such indications may include:

(a) An abrupt and negative change in the member's normal behavior.

(b) A pattern of irrational conduct, hostility or oppositional behavior.

(c) Personal expressions of instability. personal issues, uncharacteristic discussions about death and dying.

(d) Inappropriate use of alcohol or other substances, including prescribed medication.

(e) A pattern of questionable judgment, impulsive behavior or the inability to manage emotions.

(f) Isolating or withdrawing behavior more than usual.

(g) Any other factor or combination of factors causing a supervisor to believe the member may be suffering from an impairment or condition requiring intervention.

Supervisors shall maintain the confidentiality of any information consistent with this policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1015.4.1 REPORTING

A supervisor observing a member, or receiving a report of a member who is perceived to be unable to safely or effectively perform his/her duties shall promptly document all objective information and/or observations.

The supervisor should attempt to meet with the member to inquire about the conduct or behavior giving rise to the concerns.

If a meeting does not resolve the supervisor's concerns or does not take place, the supervisor shall promptly document his/her observations and actions in a written report and inform the Shift Supervisor or the member's Commander.

1015.4.2 DUTY STATUS

In conjunction with the Shift Supervisor or the member's Commander, the supervisor should make a preliminary determination regarding the member's duty status.

If a determination is made that the member can safely and effectively perform the essential functions of his/her job, the member should be returned to duty and arrangements made for appropriate follow-up.

If a preliminary determination is made that the member's conduct or behavior represents an inability to safely and effectively perform the essential functions of his/her job, the Shift Supervisor or the member's Commander should immediately relieve the member of duty pending further evaluation.

Employees relieved of duty shall comply with the administrative leave provisions of the Personnel Complaints Policy.

The Sheriff shall be promptly notified in the event that any member is relieved of duty.

1015.5 FITNESS-FOR-DUTY EVALUATIONS

A fitness-for-duty evaluation may be ordered whenever circumstances reasonably indicate that a member is unfit for duty or following an officer-involved shooting or death-in-custody incident.

1015.5.1 PROCESS

The Sheriff, in cooperation with the Matron, may order the member to undergo a fitness-for-duty evaluation.

The examining practitioner will provide the Office with a report indicating whether the member is fit for duty. If the member is not fit for duty, the practitioner will include the existing restrictions or conditions in the report.

In order to facilitate the evaluation of any member, the Office will provide all appropriate documents and available information.

All reports and evaluations submitted by the examining practitioner shall be part of the member's confidential medical file.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Any member ordered to undergo a fitness-for-duty evaluation shall comply with the terms of the order and cooperate fully with the examining practitioner. Any failure to comply with such an order and any failure to cooperate with the practitioner may be deemed insubordination and shall subject the member to discipline, up to and including termination.

Determinations regarding duty status of members who are found to be unfit for duty or fit for duty with limitations will be made in cooperation with the Matron.

1015.6 LIMITATION ON HOURS WORKED

Absent emergency operations, members should not work in an official capacity more than the maximum number of hours permitted by law or more than:

- 16 hours in a one-day (24 hours) period
- 30 hours in any two-day (48 hours) period
- 84 hours in any seven-day (168 hours) period

Except in unusual circumstances, members should have a minimum of eight hours off between shifts. Supervisors should give consideration to reasonable rest periods and are authorized to deny overtime or relieve any member who has exceeded the above guidelines to off-duty status.

Limitations on the number of hours worked apply to shift changes, shift trades, rotation, holdover, training, general overtime and any other work assignments.

1015.7 APPEALS

Employees disputing the application or interpretation of this policy may submit a grievance as provided in the Grievances Policy.

1015.8 INCUMBENT FITNESS ASSESSMENTS

In order to provide a reasonable assurance that each sworn member can perform the essential physical functions of a Boone County Sheriff Department employee, regardless of rank, position, or assignment, while enhancing the physical fitness and well-being of individual members, the Office has created a voluntary semi-annual fitness assessment test.

The components of physical fitness (cardiovascular endurance, muscular strength, muscular endurance,flexibility, anaerobic power, and body composition) underlie and predict the ability to perform the myriad essential physical job tasks.

Each participating member shall be tested to the standards designated by the Boone County Sheriff's Office.

An employee who attempts the test, will earn one (1) compensation day that must be used in a full day increment before the next test is issued.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Meal Periods and Breaks

1016.1 PURPOSE AND SCOPE

This policy provides general guidance regarding the availability of meal periods and breaks.

1016.2 POLICY

It is the policy of the Boone County Sheriff's Office to provide meal periods and breaks to members of this office in accordance with the applicable collective bargaining agreement and the County personnel manual.

Each supervisor is responsible for establishing their own policy on rest and meal breaks.Each office shall be adequately staffed during all regular office hours.

1016.3 MEAL PERIODS

Deputies and communication officers shall remain on-duty subject to call during meal periods. All other members are not on-call during meal periods unless directed otherwise by a supervisor.

Uniformed patrol members shall take their meal periods within the county limits and shall monitor the radio, unless on assignment outside of the county.

The time spent for the meal period shall not exceed the authorized time allowed.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Lactation Breaks

1017.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding reasonable accommodations for lactating members.

1017.2 POLICY

It is the policy of the Boone County Sheriff's Office to provide, in compliance with federal and state law, reasonable accommodations for lactating members. This includes break time and appropriate facilities to accommodate any member desiring to express breast milk for the member's nursing child for up to one year after the child's birth (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; I.C. § 5-10-6-2).

1017.3 LACTATION BREAK TIME

A rest period should be permitted each time the member requires a lactation break (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; I.C. § 5-10-6-2). In general, lactation breaks that cumulatively total 30 minutes or less during any four-hour work period or major portion of a four-hour work period would be considered reasonable. However, individual circumstances may require more or less time.

Lactation breaks, if feasible, should be taken at the same time as the member's regularly scheduled rest or meal periods. While a reasonable effort will be made to provide additional time beyond authorized breaks, any such time exceeding regularly scheduled and paid break time will be unpaid.

Members desiring to take a lactation break shall notify the communication officer or a supervisor prior to taking such a break. Such breaks may be reasonably delayed if they would seriously disrupt office operations.

Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

1017.4 PRIVATE LOCATION

The Office will make reasonable efforts to accommodate members with the use of an appropriate room or other location to express milk in private. Such room or place should be in proximity to the member's work area and shall be other than a bathroom or toilet stall. The location must be shielded from view, free from intrusion from coworkers and the public, and otherwise satisfy the requirements of federal and state law (29 USC § 218d; 42 USC § 2000gg-1; 29 CFR 1636.3; I.C. § 5-10-6-2).

Members occupying such private areas shall either secure the door or otherwise make it clear to others that the area is occupied with a need for privacy. All other members should avoid interrupting a member during an authorized break, except to announce an emergency or other urgent circumstance.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Authorized lactation breaks for members assigned to the field may be taken at the nearest appropriate private area.

1017.5 STORAGE OF EXPRESSED MILK

The Office should provide access to a refrigerator, or other suitable cold storage space for the temporary storage of breast milk (I.C. § 5-10-6-2). Any member storing expressed milk in any authorized refrigerated area within the Office shall clearly label it as such and shall remove it at the end of their shift.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Payroll Records

1018.1 PURPOSE AND SCOPE

This policy provides the guidelines for completing and submitting payroll records of office members who are eligible for the payment of wages.

1018.2 POLICY

The Boone County Sheriff's Office maintains timely and accurate payroll records.

1018.3 RESPONSIBILITIES

Members are responsible for the accurate completion and timely submission of their payroll records for the payment of wages.

Requests for pay greater than the previous 2-28 day pay cycles may not be honored.

Supervisors are responsible for approving the payroll records for those under their commands.

Division Commanders shall be responsible for maintaining accurate attendance records for personnel assigned to their Divisions. All attendance records shall be verified by the Sheriff or designee.

The Boone County Sheriff's Office shall provide to each member a statement that includes the (I.C. § 22-2-2-8):

(a) Hours worked by the member.

(b) Wages paid to the member.

(c) Deductions made.

Boone County Sheriff's Office Procedure Manual: MILITARY LEAVE

Boone County Sheriff's Office Procedure Manual: EMERGENCY STAFFING PROCEDURES

1018.4 TIME REQUIREMENTS

Members who are eligible for the payment of wages are paid on a scheduled, periodic basis, generally on the same day or date each period, with certain exceptions, such as holidays. Payroll records shall be completed and submitted to Administration as established by the County payroll procedures.

1018.5 PAY CORRECTIONS

In the event that there is an error in the amount of pay, the member should promptly bring the discrepancy to the attention of the direct supervisor or payroll clerk so that a correction can be made as quickly as possible.

Once underpayments or overpayments are identified, they will be corrected in the next regular paycheck.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1018.6 RECORDS

The Administration Commander shall ensure that accurate and timely payroll records are maintained as required by 29 CFR 516.2 for a minimum of three years (29 CFR 516.5).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Overtime Compensation

1019.1 PURPOSE AND SCOPE

This policy establishes guidelines and procedures regarding overtime for employees, in conformance with the Fair Labor Standards Act (FLSA) (29 USC § 201 et seq.).

1019.2 POLICY

The Boone County Sheriff's Office will compensate nonexempt employees who work authorized overtime either by payment of wages or by the accrual of compensatory time (29 CFR 553.22). Employees who are salary exempt from FLSA are not compensated for overtime worked.

1019.3 COMPENSATION

Payment of wages to nonexempt employees for overtime, or accrual of compensatory time in lieu of compensation for overtime worked, shall be at the rate of not less than one and one-half hours for each hour of employment for which overtime compensation is required (29 USC § 207(k)(2); 29 USC § 207(o)(1)). Employees may choose to use overtime as Admin Comp if eligible.Overtime is only eligible as Admin Comp in two week pay periods; meaning time must be earned and used within the same two week pay period.Time cannot be transferred to the next pay period for any reason, unless approved by the Sheriff or designee. If an employee chooses to use time as Admin Comp, they must do both an activity and a leave in InTime so their supervisor is clear on the expectation.

Salary exempt employees may be eligible for administrative leave, which may be granted at the discretion of the exempt employee's immediate supervisor.

1019.4 OVERTIME CONNECTED WITH REQUIRED DUTY OUTSIDE BOONE COUNTY

(a) A Member required to conduct actual law enforcement service for more than eight (8) hours per day while he/she is out of the County on authorized travel is entitled to overtime compensation for the actual time worked on the case exceeding eight (8) hours each duty day.

(b) A member reporting overtime for law enforcement work while out of the county must keep a detailed accounting of his/her related police activity. The Commanding Officer will certify the overtime after verifying the member's documentation. The hours of work while out of the county on a duty day may include one lunch break, but shall not include any other personal time of eating, sleeping, recreation, etc.

(c) A member attending a training function shall be deemed ineligible for compensation beyond his/her regularly scheduled duty day.

(d) A member reporting hours worked during training on scheduled days off, shall be compensated for actual hours worked in training.

1019.5 REQUESTS FOR OVERTIME COMPENSATION

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1019.5.1 EMPLOYEE RESPONSIBILITIES

Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.

Nonexempt employees shall:

(a) Obtain supervisory approval, verbal or written.

(b) Not work in excess of 16 hours, including regularly scheduled work time, overtime, and extra-duty time, in any consecutive 24-hour period without supervisory approval.

(c) Not work in excess of eight hours per day for a period of six days in one week, or more than an average of 48 hours per week in one year, except in the case of a public emergency (I.C. § 36-8-4-8).

(d) Record the actual time worked in an overtime status using the office-approved form or method. Informal notations on reports, logs, or other forms not approved for overtime recording are not acceptable.

(e) Submit the request for overtime compensation to their supervisors by the end of shift or no later than the next calendar day.

1019.5.2 SUPERVISOR RESPONSIBILITIES

Supervisors shall:

(a) Prior to authorizing an employee to work overtime, evaluate the need for the overtime.

1. Supervisors should not authorize any request to work overtime if the overtime would not be an appropriate use of office resources.

(b) Upon receipt of a request for overtime compensation, confirm that the overtime was authorized and then verify the actual time worked.

1. Supervisors identifying any unauthorized overtime or discrepancy shall initiate an investigation consistent with the Personnel Complaints Policy.

(c) After verifying and approving the overtime amount, promptly forward the request for compensation to the employee’s Commander for final approval.

1. After the Commander has authorized compensation, the request shall be submitted to Administration as soon as practicable.

Supervisors may not authorize or approve their own overtime.

1019.5.3 EMPLOYEE RESPONSIBILITIES

Generally, no employee is authorized to work overtime without the prior approval of a supervisor. If circumstances do not permit prior approval, approval shall be sought as soon as practicable during the overtime shift and in no case later than the end of the shift in which the overtime is worked.
Nonexempt employees shall:

(a) Obtain supervisory approval, verbal or written.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Not work in excess of 16 hours, including regularly scheduled work time, overtime, and extra-duty time, in any consecutive 24-hour period without supervisory approval.

(c) Record the actual time worked in an overtime status using the office-approved form or method. Informal notations on reports, logs, or other forms not approved for overtime recording are not acceptable.

(d) Submit the request for overtime compensation to their supervisors by the end of shift or no later than the next calendar day.

1019.6 ACCOUNTING FOR PORTIONS OF AN HOUR

Authorized overtime work shall be accounted in the increments as listed:

TIME WORKED	INDICATE ON CARD	
Up to 15 minutes	.25 hour	
16 to 30 minutes	.50 hour	
31 to 45 minutes	.75 hour	
46 to 60 minutes	1 hour	

1019.6.1 VARIATION IN TIME REPORTED

When two or more employees are assigned to the same activity, case or court trial, and the amount of time for which overtime compensation is requested varies among the deputies, the Shift Supervisor or other approving supervisor may require each employee to include the reason for the variation on the overtime compensation request.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Outside Employment and Outside Overtime

1020.1 PURPOSE AND SCOPE

This policy provides guidelines for office members who seek to engage in authorized outside employment or outside overtime.

1020.1.1 DEFINITIONS

Definitions related to this policy include:

Outside employment - Duties or services performed by members of this office for another employer, organization, or individual who is not affiliated directly with this office when wages, compensation, or other consideration for such duties or services is received. Outside employment also includes duties or services performed by those members who are self-employed and receive compensation or other consideration for services, products, or benefits rendered.

Outside overtime - Duties or services performed by members of this office for a private organization, entity, or individual, that are requested and scheduled directly through the Office. Member compensation, benefits, and costs for such outside services are reimbursed to the Office. Members working outside overtime are considered on-duty.

1020.2 POLICY

Members of the Boone County Sheriff's Office shall obtain written approval from the Sheriff or the authorized designee prior to engaging in any outside employment or outside overtime. Approval of outside employment or overtime shall be at the discretion of the Sheriff in accordance with the provisions of this policy. Failure to obtain prior written approval for outside employment or overtime, or engaging in outside employment or overtime that is prohibited by this policy, may lead to disciplinary action.

1020.3 OUTSIDE EMPLOYMENT

1020.3.1 REQUEST AND APPROVAL

Members must submit the designated outside employment request form to their immediate supervisors. The request form will then be forwarded through the chain of command to the Sheriff for consideration.

If approved, the member will be provided with a copy of the approved request form. Unless otherwise indicated in writing on the request form, approval for outside employment will be valid through the end of the calendar year in which the request is approved. Members seeking to continue outside employment must submit a new request form at the start of each calendar year.

1020.3.2 DENIAL

Any member whose request for outside employment has been denied should be provided with a written notification of the reason at the time of the denial.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1020.3.3 REVOCATION OR SUSPENSION

Any member whose approval for outside employment is revoked or suspended should be provided with a written notification of the reason for revocation or suspension.

Approval for outside employment may be revoked or suspended:

(a) When a supervisor determines the member's performance is failing to meet standards and the outside employment may be related to the deficient performance.

1. Approval for the outside employment may be reestablished when the member's performance has reached a satisfactory level and with his/her supervisor's authorization.

(b) When a member's conduct or outside employment conflicts with office policy or any law.

(c) When the outside employment creates an actual or apparent conflict of interest with the Office or County.

1020.3.4 APPEAL

If a member's request for outside employment is denied or if previous approval is revoked or suspended, the member may file a written notice of appeal with the Sheriff within 10 days of receiving notice of the denial, revocation or suspension.

A revocation or suspension will only be implemented after the member has completed the appeal process.

If the member's appeal is denied, he/she may file a grievance as provided in the Grievances Policy.

1020.4 SPECIAL DEPUTIES

Members that are designated as Special Deputies are permitted to engage in outside employment as a law enforcement officer only if the following exists:

a. The Special Deputy is an Indiana Law Enforcement Academy Tier I graduate.
b. The Special Deputy is assigned a marked police vehicle.
c. All other requirements listed in this policy.

1020.4.1 PROHIBITED OUTSIDE EMPLOYMENT

The Office reserves the right to deny any request for outside employment that involves:

(a) The use of office time, facilities, equipment or supplies.

(b) The use of the Boone County Sheriff's Office badge, uniform or influence for private gain or advantage.

(c) The member's receipt or acceptance of any money or other consideration for the performance of duties or services that he/she would be required or expected to render in the course or hours of his/her employment or appointment or as a part of his/her regular duties.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(d) The performance of duties or services that may later be subject directly or indirectly to the control, inspection, review, audit or enforcement of any other member of this office.

(e) Demands upon the member's time that would render the performance of his/her duties for this office deficient or substandard.

(f) Activities that may conflict with any other policy or rule of the Office.

1020.4.2 SECURITY AND LAW ENFORCEMENT OFFICER OUTSIDE EMPLOYMENT

No member of this office may engage in any outside employment as a law enforcement officer, private security guard, private investigator or other similar private security position without the approval of theSheriff or the authorized designee.

1020.4.3 OFFICE RESOURCES

Members are prohibited from using any office equipment or resources in the course of, or for the benefit of, any outside employment without the approval of the Sheriff or the authorized designee. This shall include the prohibition against any member using his/her position with this office to gain access to official records or databases of this office or other agencies.

Members having county-owned vehicles assigned to them may operate such vehicle to and from their approved part-time employment.

1020.4.4 CHANGES IN OUTSIDE EMPLOYMENT STATUS

If a member terminates his/her outside employment, the member shall promptly submit written notification of such termination to the Sheriff through the chain of command. Any subsequent request for renewal or continued outside employment must thereafter be processed and approved through the procedures set forth in this policy.

Members shall also promptly submit in writing to the Sheriff any material changes in outside employment, including any change in the number of hours, type of duties or the demands of any approved outside employment. Members who are uncertain whether a change in outside employment is material are advised to report the change.

1020.4.5 LEAVE OR RESTRICTED DUTY STATUS

Members who are placed on leave or other restricted duty status shall inform their immediate supervisors in writing within five days as to whether they intend to continue their outside employment while on such leave or restricted status. The immediate supervisor shall review the duties of the outside employment, along with any related orders (e.g., administrative, medical), and make a recommendation to the Sheriff regarding whether such employment should continue.

In the event that the Sheriff determines that the outside employment should be discontinued, or if the member fails to promptly notify his/her supervisor of his/her intention regarding outside employment, a notice revoking approval of the outside employment will be forwarded to the member and a copy attached to the original outside employment request form.

Criteria for revoking approval due to leave or restricted duty status include, but are not limited to:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) The outside employment is medically detrimental to the total recovery of the disabled member, as indicated by the County's medical professional advisers.

(b) The outside employment requires performance of the same or similar physical ability as would be required of an on-duty member.

(c) The member’s failure to make timely notice of his/her intention to the supervisor.

When the member returns to full duty with the Boone County Sheriff's Office, a written request may be submitted to the Sheriff to approve the outside employment request.

1020.5 OUTSIDE OVERTIME

1020.5.1 REQUESTS FOR SPECIAL SERVICES

Any private organization, entity, or individual seeking special services (e.g., security, traffic control) from members of this office must submit a written request to the Sheriff in advance of the desired service. Such services will be assigned, monitored, and compensated through the Office as outside overtime assignments.

(a) A request for special services during or at the site of a strike, lockout, picket, or other physical demonstration of a labor dispute will not be approved.

(b) The requester will be required to enter into an agreement that includes indemnification with the Office prior to approval.

(c) The requester will be required to reimburse the Office for the members' compensation, benefits, and costs (e.g., court time) associated with such outside services.

(d) Should such a request be approved, any member working outside overtime shall be subject to the following conditions:

1. The member shall wear the office uniform and carry office identification.
2. The member shall be subject to the rules and regulations of this office.
3. Compensation for such approved outside overtime shall be pursuant to normal overtime procedures (see the Overtime Compensation Policy).
4. Outside overtime shall not be subject to the collective bargaining process.

The Sheriff shall designate a member in charge of administering outside overtime assignments. Outside overtime shall be assigned at the discretion of the Sheriff or the authorized designee.

1020.5.2 ARREST AND REPORTING PROCEDURE

Any deputy making an arrest or taking other official law enforcement action while working in an outside overtime assignment shall be required to complete all related reports in a timely manner pursuant to the Report Preparation Policy. Time spent on the completion of such reports shall be considered part of the outside overtime assignment.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1020.5.3 SPECIAL RESTRICTIONS

Except for emergency situations or with prior authorization from the Commander, undercover deputies or deputies assigned to covert operations shall not be eligible to work outside overtime in a uniformed or other capacity that could reasonably disclose the deputy's law enforcement status.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Work-Related Illness and Injury Reporting

1021.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance regarding timely reporting of work-related injuries and occupational illnesses.

1021.1.1 DEFINITIONS

Definitions related to this policy include:

Work-related illness or injury - An injury or a disease arising out of and in the course of employment. This includes a disease that is a result of a work-related injury (I.C. § 22-3-6-1; I.C. § 22-3-7-10).

1021.2 POLICY

The Boone County Sheriff's Office will address work-related injuries and occupational illnesses appropriately, and will comply with applicable state worker’s compensation requirements.

1021.3 RESPONSIBILITIES

1021.3.1 MEMBER RESPONSIBILITIES

Any member sustaining any occupational illness or work-related injury shall report such event as soon as practicable, but within 24 hours, to a supervisor and shall seek medical care when appropriate (I.C. § 22-3-3-1).

If the member is unable to complete the case due to injury, the case will be initiated by the on-duty supervisor.

When a Member is reported off duty due to an on-duty injury, the lost day(s) will not be charged against the record for attendance days.

1021.3.2 SUPERVISOR RESPONSIBILITIES

A supervisor learning of any work-related injury or occupational illness should ensure the member receives medical care as appropriate. Members injured on-duty requiring hospitalization or treatment shall be taken to the nearest hospital, clinic or appropriate facility.

The member’s supervisor shall complete a supplement to the case.

Supervisors shall ensure that required documents regarding worker’s compensation are completed and forwarded promptly. Any related County-wide injury- or illness-reporting protocol shall also be followed.

Supervisors shall determine whether the Major Incident Notification and Illness and Injury Prevention policies apply and take additional action as required.

1021.3.3 COMMANDER RESPONSIBILITIES

The Commander who receives a report of an occupational illness or work-related injury should review the report for accuracy and determine what additional action should be taken. The

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

report shall then be forwarded to the Sheriff, the County’s risk management entity and the Administration Commander to ensure any required Indiana Occupational Safety and Health Act (IOSHA) reporting is made as required in the Illness and Injury Prevention Policy.

1021.3.4 MATRON RESPONSIBILITIES

The Matron shall review and forward copies of the report to the DivisionAdmin] Commander. Copies of the report and related documents retained by the Office shall be filed in the member's confidential medical file.

1021.4 OTHER ILLNESS OR INJURY

Illnesses and injuries caused or occurring on-duty that do not qualify for worker’s compensation reporting shall be documented on the designated report of injury form, which shall be reviewed by a supervisor. A copy of the completed form shall be electronically forwarded to the appropriate Commander through the chain of command and a copy sent to the Administration Commander.

Unless the injury is extremely minor, this report shall be signed by the affected member, indicating that he/she desired no medical attention at the time of the report. By signing, the member does not preclude his/her ability to later seek medical attention.

1021.5 SETTLEMENT OFFERS

When a member sustains an occupational illness or work-related injury that is caused by another person and is subsequently contacted by that person, his/her agent, insurance company or attorney and offered a settlement, the member shall take no action other than to submit a written report of this contact to his/her supervisor as soon as possible.

1021.5.1 NO SETTLEMENT WITHOUT PRIOR APPROVAL

No less than 10 days prior to accepting and finalizing the settlement of any third-party claim arising out of or related to an occupational illness or work-related injury, the member shall provide the Sheriff with written notice of the proposed terms of such settlement. In no case shall the member accept a settlement without first providing written notice to the Sheriff. The purpose of such notice is to permit the County to determine whether the offered settlement will affect any claim the County may have regarding payment for damage to equipment or reimbursement for wages against the person who caused the illness or injury, and to protect the County's right of subrogation, while ensuring that the member's right to receive compensation is not affected.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Personal Appearance Standards

1022.1 PURPOSE AND SCOPE

This policy provides guidelines for the personal appearance of members of the Boone County Sheriff's Office.

Requirements foroffice uniforms and civilian attire are addressed in the Uniforms and Civilian Attire Policy.

1022.2 POLICY

Boone County Sheriff's Office members shall maintain their personal hygiene and appearance to project a professional image that is appropriate for this office and for their assignments. Office personal appearance standards are primarily based on safety requirements, appearance conformity and the social norms of the community served while considering matters important to members of the Office.

If any member reports to work improperly dressed or groomed or in any other way violates this policy, the direct supervisor shall instruct the member to take time to remedy the situation.The member will not be compensated during any such time away from work. Continued violations of this policy may be cause for dismissal.

1022.3 GROOMING

Unless otherwise stated and because deviations from these standards may present officer safety issues, the following appearance standards shall apply to all members, except those whose current assignments would deem them not applicable, and where the Sheriff has granted an exception.

1022.3.1 PERSONAL HYGIENE

All members must maintain proper personal hygiene. Examples of improper personal hygiene include, but are not limited to, dirty fingernails, bad breath, body odor and dirty or unkempt hair. Any member who has a condition due to a protected category (e.g., race, physical disability) that affects any aspect of personal hygiene covered by this policy may qualify for an accommodation and should report any need for an accommodation to the Sheriff.

1022.3.2 HAIR

Hair shall be clean and neatly trimmed or arranged. Hairstyles with shaved designs in the scalp are prohibited. Hair adornments shall be primarily for the purpose of securing the hair and must present a professional image.

Hairstyles for male office members must not extend below the top edge of a uniform or dress shirt collar while assuming a normal stance.

When working a field assignment, hairstyles for female office members must not extend below the bottom edge of a uniform or dress shirt collar while assuming a normal stance. Longer hair

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

shall be worn up or in a tightly wrapped braid or ponytail that is secured to the head above the bottom edge of the shirt collar.

1022.3.3 MUSTACHES
Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip and shall be short and neatly trimmed.

1022.3.4 SIDEBURNS
Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

1022.3.5 BEARDS
(a) A well-trimmed beard or goatee shall not exceed one-quarter of an inch in length. The neck area is to be clean-shaven. Exceptions due to sincere religious beliefs, special assignments, or medical reasons, may be approved by the Sheriff or designee.

(b) If a department member intends to grow facial hair, they must initiate growing the facial hair during a period of at least two consecutive days off to not give the appearance of failing to shave. Reporting for duty with stubble is not permitted.

(c) Ear and nasal hair shall be maintained at a professional level.

(d) A department member may be required to shave for annual respirator fit tests or when the use of a respirator is likely. Razors will be issued by the Office in the event an employee would need to shave in order to don their respirator.

1022.3.6 FINGERNAILS
Fingernails shall be clean and neatly trimmed to a length that will not present a safety concern. The color of fingernail polish shall present a professional image.

1022.4 APPEARANCE

1022.4.1 JEWELRY
For the purpose of this policy, jewelry refers to rings, earrings, necklaces, bracelets, wristwatches, and tie tacks or tie bars. Jewelry shall present a professional image and may not create a safety concern for the office member or others. Jewelry that depicts racial, sexual, discriminatory, gang-related, or obscene language is not allowed.

(a) Necklaces shall not be visible above the shirt collar.

(b) Earrings shall be small and worn only in or on the earlobe.

(c) One ring or ring set may be worn on each hand of the office member. No rings should be of the type that would cut or pose an unreasonable safety risk to the member or others during a physical altercation, if the member is assigned to a position where that may occur.

(d) One small bracelet, including a bracelet identifying a medical condition, may be worn on one arm.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) Wristwatches shall be conservative and present a professional image.

(f) Tie tacks or tie bars worn with civilian attire shall be conservative and present a professional image.

1022.4.2 TATTOOS

Tattoos, Brands & Mutilations (All BCSO Personnel) (effective January 01, 2023) Body Art Defined: An adornment or alteration implemented through the following techniques, which include but are not limited to tattooing, branding, and mutilation. This General Order does not include practices that are considered medical procedures by a state medical board. The Office defines excessive body art as body art that appears on the neck, ears, face, head or hands and fingers. The Office defines offensive body art as gang related, extremist, sexually suggestive or explicit; advocates racial, ethnic, religious, or sexual hatred or discrimination or in any way undermines the Office's values and/or mission.

Excessive body art is prohibited on the following areas:

1. Neck

2. Ears

3. Face

4. Head

5. Hands and fingers with the exception of a single band tattoo of no more than 3/8 of an inch in width on one finger. (Lower arm tattoos may extend down no further than a line around the circumference of the wrist bone.)

(a) The Sheriff shall possess the final authority to authorize a tattoo in any location listed as prohibited.

(b) Members of the Office contemplating future body art that could be viewed as excessive or that may be offensive or in some manner violates this General Order should first seek the Sheriff's guidance before the body art is permanently applied.

(c) If the body art is deemed offensive or excessive, the Sheriff may order that the tattoo, brand or mutilation be covered by either a long sleeve uniform or civilian attire shirt, cloth flesh toned commercial covering or long pants (year-round) while on duty or while performing law enforcement duties. The covering of body art with band-aids, bandages or makeup is prohibited and shall not be allowed, as a means of conforming to this regulation.

(d) Personnel assigned to special duties may temporarily deviate from this General Order (1001.3). However, authorization must be received from the Sheriff.

(e) The Office does reserve the right to reject police applicants for prohibited or offensive body art.

1022.4.3 BODY PIERCING OR ALTERATION

Body piercing (other than earlobes) or alteration to any area of the body that is visible while on-duty or while representing the Boone County Sheriff's Office in any official capacity, that is a

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

deviation from normal anatomical features and that is not medically required, is prohibited. Such body alteration includes, but is not limited to:

(a) Tongue splitting or piercing.

(b) The complete or transdermal implantation of any material other than hair replacement (i.e., foreign objects inserted under the skin to create a design or pattern).

(c) Abnormal shaping of the ears, eyes, nose or teeth (i.e., enlarged or stretched out holes in the earlobes).

(d) Branding, scarification or burning to create a design or pattern.

1022.4.4 DENTAL ORNAMENTATION
Dental ornamentation that is for decorative purposes and that is not medically required is prohibited while on-duty or while representing the Boone County Sheriff's Office in any official capacity. Such ornamentation includes, but is not limited to:

(a) Objects that are bonded to front teeth.

(b) Gold, platinum or other veneers or caps used for decorative purposes.

(c) Orthodontic appliances that are colored for decorative purposes.

1022.4.5 GLASSES AND CONTACT LENSES
Eyeglasses and sunglasses shall be conservative and present a professional image. Contact lenses with designs that change the normal appearance of the eye and that are not medically required are prohibited while on-duty or while representing the Boone County Sheriff's Office in any official capacity.

1022.4.6 COSMETICS AND FRAGRANCES
Cosmetics shall be conservative and present a professional image. Use of cologne, perfume, aftershave lotion and other items used for body fragrance shall be kept to a minimum.

1022.4.7 UNDERGARMENTS
Proper undergarments shall be worn as necessary for reasons of hygiene and general appearance standards.

1022.5 RELIGIOUS ACCOMMODATION

The religious beliefs and needs of office members should be reasonably accommodated. Requests for religious accommodation should generally be granted unless there is a compelling security or safety reason and denying the request is the least restrictive means available to ensure security or safety. The Sheriff should be advised any time a request for religious accommodation is denied.

Those who request to wear headscarves or simple head coverings or certain hairstyles or facial hair for religious reasons should generally be accommodated absent unusual circumstances.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Uniforms and Civilian Attire

1023.1 PURPOSE AND SCOPE

This policy provides guidelines for Boone County Sheriff's Office-authorized uniforms and civilian attire regulations. It is established to ensure that uniformed members will be readily identifiable to the public through the proper use and wearing of office uniforms, and that the appearance of members who wear civilian attire reflects favorably on the Office.

This policy addresses the wearing and maintenance of office uniforms, accessories, insignia, patches and badge; the requirements for members who wear civilian attire; and the authorized use of optional equipment and accessories by members of the Office.

Other related topics are addressed in the Badges, Patches and Identification, Office-Owned and Personal Property, and Personal Appearance Standards policies.

1023.2 POLICY

The Boone County Sheriff's Office will provide uniforms for all employees who are required to wear them in the manner, quantity and frequency as determined by the Sheriff. The Office may provide other office members with uniforms at the direction of the Sheriff.

All uniforms and equipment issued to office members shall be returned to the Office upon termination or resignation.

1023.3 UNIFORMS

The Sheriff or the authorized designee shall maintain and update uniform and equipment specifications, which should be consulted by all members as needed. Uniforms shall be worn as described therein and as specified in this policy.

The following shall apply to those assigned to wear office-issued uniforms:

(a) Uniforms and equipment shall be maintained in a serviceable condition and shall be ready at all times for immediate use. Uniforms shall be neat, clean and appear professionally pressed.

(b) Deputies in a non-uniformed assignment shall possess and maintain at all times a serviceable uniform and the necessary equipment to perform uniformed field duty.

(c) Uniforms shall be worn in compliance with any applicable office specifications.

(d) Members shall wear only the uniforms specified for their ranks and assignments.

(e) Civilian attire shall not be worn in combination with any distinguishable part of a uniform.

(f) Uniforms are only to be worn while on-duty, for court, at official office functions or events, while in transit to or from work, when working off-duty details as a Boone County Deputy, or when authorized by the Sheriff or the authorized designee.

(g) Members are not to purchase or drink alcoholic beverages while wearing any part of office-issued uniforms, including the uniform pants.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(h) All supervisors will perform periodic inspections of members under their commands to ensure conformance to this policy.

(i) Be kept fully buttoned at all times when in public view.

(j) Not have articles protruding from the pockets.

(k) Summer uniform will be mandatory from May 1 until September 30.

(l) Winter uniform will be mandatory from December 1 until March 1.

(m) Uniform can be either winter or summer from March 1 until May 1, and October 1 until December 1.

(n) If safety equipment is issued, members are required to utilize this equipment.

Boone County Sheriff's Office Procedure Manual: WEARING OF THE UNIFORM

1023.3.1 ACCESSORIES

Members shall adhere to the following when wearing office uniforms:

(a) Mirrored sunglasses will not be worn.

(b) Jewelry shall be in accordance with the specifications in the Personal Appearance Standards Policy. Unless specifically authorized by the Sheriff or the authorized designee, only the following jewelry may be worn with the uniform:

1. Earrings shall be stud-style and only one earring may be worn in each ear.
2. Necklaces must be worn inside the uniform shirt and must not be able to fall out.
3. Rings
4. Wristwatch
5. Medical alert bracelet
6. Bracelet approved by the Sheriff.

1023.3.2 INSIGNIA, PATCHES AND BADGE

Only the following elements may be affixed to office uniforms unless an exception is authorized by the Sheriff:

(a) Shoulder patch - The authorized shoulder patch supplied by the Office shall be machine stitched to the sleeves of all uniform shirts and jackets.

(b) Badge - The office-issued badge, or an authorized sewn-on cloth replica, must be worn and visible at all times while in uniform.

(c) Nameplate - The regulation nameplate, or an authorized sewn-on cloth nameplate, shall be worn at all times while in uniform.

(d) Rank insignia - The designated insignia indicating the member’s rank must be worn at all times while in uniform.

(e) Service insignia - The designated insignia indicating the member’s length of service may be worn on long-sleeve shirts and jackets. The insignia shall be machine stitched to the left sleeve of the uniform.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(f) Assignment insignias - Assignment insignias (e.g., Special Response Team(SRT), Field Training Officer (FTO)) may be worn as designated by the Sheriff.

(g) American flag pin - An American flag pin may be worn, centered above the nameplate.

(h) Military Pin

(i) Achievement Pin

(j) Award Pin(s)

1023.3.3 MOURNING BAND

Uniformed members shall wear a black mourning band across the office badge whenever a law enforcement officer is killed in the line of duty or as directed by the Sheriff. The following mourning periods will be observed:

(a) Boone County Sheriff's Office deputy - From the time of death until midnight on the 14th day after the death.

(b) A deputy from this or an adjacent county - From the time of death until midnight on the day of the funeral.

(c) Funeral attendee - While attending the funeral of an out-of-region fallen officer.

(d) National Peace Officers' Memorial Day (May 15) - From 0001 hours until 2359 hours.

(e) As directed by the Sheriff.

During this time, the display of the United States, the State of Indiana, and the County of Boone Flags shall be elevated to half of full staff.

1023.4 UNIFORM CLASSES

The Sheriff or the authorized designee shall determine the uniform to be worn by each office member or any deviations that may be authorized.

Uniforms are classified as follows:

(a) Class A Special Detail Uniform- Full dress uniform to be worn by designated office members on special occasions, such as funerals, graduations, ceremonies, or as directed by the Sheriff or the authorized designee.

(b) Class A Standard Uniform- Full dress uniform to be worn by designated [departmentoffice] members on special details, such as instructing classes, or as directed by the [agencyHead] or the authorized designee.

(c) Class B - Standard issue uniform to be worn daily by designated office members.

(d) Class C - General utility uniform to be worn by designated Office members.

(e) Specialized assignment - Specific uniforms to be worn by members in special assignments or divisions.

1023.4.1 CLASS A SPECIAL DETAIL UNIFORM

The Class A uniform consists of the following:

(a) Winter Class A

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. Felt Campaign hat
2. Dress blouse (if issued)
3. Long-sleeve shirt
4. Department-issued taupe tie
5. Tie tack or tie bar
6. Taupe trousers
7. Brown basket-weave belt
   (a) Belts shall be equipped as needed for the member’s assignment.
8. Brown socks
9. Department-issued brown polished dress shoes or boots
10. White gloves (as required)
11. No outer-carrier body armor vests are permitted.

1023.4.2 CLASS A STANDARD UNIFORM

- Winter Class A
  1. Felt Campaign hat
  2. Long-sleeve shirt
  3. Department-issued taupe tie, brown turtleneck or brown mock turtleneck.
  4. Belts shall be equipped as needed for the member’s assignment.
  5. Taupe trousers
  6. Tie tack or tie bar if a tie is worn
  7. Brown socks
  8. Belts shall be equipped as needed for the member’s assignment.
  9. Brown basket-weave belt
  10. Department-issued brown polished dress shoes or boots
- Summer Class A
  (a) Straw Campaign hat
  (b) Short-sleeve shirt
  (c) Brown or white crew neck t-shirt
  (d) Trousers
  (e) Brown belt
  (f) Belts shall be equipped as needed for the member’s assignment.
  (g) Brown socks

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(h) Department-issued brown polished dress shoes or boots

1023.4.3 CLASS B UNIFORM

The parts of the official class B uniform for the Office shall be issued and shall be as follows:

(a) Black issued boots which shall be worn with black or brown socks not issued by the Office.

1. Green BDU style issued pants.
2. A black short sleeve summer and long sleeve winter shirt which shall be worn with a black or white undershirt not issued by the Office.
3. A plain black nylon (Velcro) trouser belt.
4. A plain black nylon duty belt.
5. A black tactical outer carrier issued by the Office.
6. Office issued ballistic panels, to be worn in the outer carrier. Only panels and carriers issued by the Office are permitted.
7. An embroidered Boone County Deputy Sheriff's star of proper grade in the place provided over the left breast on the outer carrier and such badge or star shall be worn at all times while in uniform.

(b) Issued equipment for the Class B Uniform shall include:

1. Duty pistol holder issued by the Office.
2. Two black nylon handcuff cases.
3. Black double-magazine holder(s). Holders must be worn either on support side of duty belt, closest to belt buckle, or on support side of outer carrier, closest to mid-line.
4. Four black nylon belt keepers.
5. One nylon portable radio holder.
6. One large nylon utility pouch.
7. An Office issued tourniquet shall be worn on duty belt or outer carrier.
8. Insignia and service stripes (see Class A Uniform).

1023.4.4 CLASS C UNIFORM

The Sheriff or the authorized designee will establish the specifications, regulations and conditions for wearing the Class C uniform.

1023.4.5 SPECIALIZED ASSIGNMENT UNIFORM

The Sheriff or the authorized designee may authorize certain uniforms to be worn by members in specialized assignments, such as canine handlers, the SRT, bicycle patrol, motor deputies and other specific assignments.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1023.5 CIVILIAN ATTIRE

There are assignments within the Office that do not require a uniform because recognition and authority are not essential to their functions. There are also assignments for which civilian attire is necessary.

(a) Civilian attire shall fit properly, be clean and free of stains, and not be damaged or excessively worn.

(b) Members assigned to administrative, investigative and support positions shall wear business-appropriate clothing that is conservative in style.

(c) Variations from this policy are allowed at the discretion of the Sheriff or the authorized designee when the member’s assignment or current task is not conducive to wearing such clothing.

(d) No item of civilian attire may be worn while on-duty that would adversely affect the reputation of the Boone County Sheriff's Office or the morale of the members.

(e) The following items shall not be worn while on-duty or when representing the Office in any official capacity unless approved by the Sheriff:

1. Clothing that reveals cleavage, the back, chest, stomach or buttocks
2. T-shirt alone or exposed undergarments
3. Swimsuits, tank tops, tube tops or halter tops
4. Sweatshirts, sweatpants or similar exercise clothing
5. Spandex-type pants or transparent clothing
6. Denim pants of any color
7. Shorts
8. Open-toed shoes
9. Clothing, buttons or pins displaying racial, sexual, discriminatory, gang-related or obscene language

1023.6 OPTIONAL EQUIPMENT

Any items that are allowed by the Boone County Sheriff's Office but that have been identified as optional shall be purchased entirely at the expense of the member, unless an agreement has been made in advance with the Sheriff.

Maintenance of optional items shall be the financial responsibility of the purchasing member (e.g., repairs due to normal wear and tear).

Replacement of items listed in this policy as optional shall be managed as follows:

(a) When the item is no longer functional because of normal wear and tear, the member bears the full cost of replacement.

(b) When the item is no longer functional because of damage in the course of the member’s duties, it shall be replaced in accordance with the Office-Owned and Personal Property Policy.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1023.7 UNAUTHORIZED UNIFORMS, EQUIPMENT AND ACCESSORIES

Boone County Sheriff's Office members may not wear any uniform item, accessory or attachment unless specifically authorized by the Sheriff or the authorized designee.

Office members may not use or carry any safety item, tool or other piece of equipment unless specifically authorized by the Sheriff or the authorized designee.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Conflict of Interest

1024.1 PURPOSE AND SCOPE

The purpose of this policy is to assist members in recognizing and avoiding potential conflicts of interest, thereby ensuring effective and ethical operating practices on the part of the Boone County Sheriff's Office.

1024.1.1 DEFINITIONS

Definitions related to this policy include:

Conflict of interest - Any actual, perceived or potential conflict, in which it reasonably appears that a member's action, inaction or decisions are or may be influenced by a personal or business relationship.

1024.2 POLICY

Members of the Boone County Sheriff's Office are expected to conduct themselves with the utmost professional integrity and objectivity. Members will guard against actual or perceived conflicts of interest in order to ensure the fair and equitable treatment of office members and the public, and thereby maintain the trust of the public and office members.

1024.3 PROHIBITIONS

The Office prohibits the following types of personal or business relationships among members:

(a) Members are prohibited from directly supervising, occupying a position in the line of supervision or being directly supervised by any other member who is a relative or with whom they are involved in a personal or business relationship (I.C. § 36-1-20.2-10).

1. If circumstances require that such a supervisor/subordinate relationship exist temporarily, the supervisor shall make every reasonable effort to defer matters pertaining to the involved member to an uninvolved supervisor.

2. When personnel and circumstances permit, the Office will attempt to make every reasonable effort to avoid placing members in such supervisor/subordinate situations. The Office, however, reserves the right to transfer or reassign any member to another position within the same classification in order to avoid conflicts with any provision of this policy.

(b) Members are prohibited from participating in, contributing to or recommending promotions, assignments, performance evaluations, transfers or other personnel decisions affecting a member who is a relative or with whom they are involved in a personal or business relationship.

(c) Whenever possible, field training officers (FTOs) and other trainers will not be assigned to train relatives. Office FTOs and other trainers are prohibited from entering into or maintaining personal or business relationships with any member they are assigned to train until such time as the training has been successfully completed and the person is off probation.

Boone County Sheriff's Office Procedure Manual: NEPOTISM PROCEDURES

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1024.4 MEMBER RESPONSIBILITIES

Members shall avoid situations that create a conflict of interest. Members should take reasonable steps to address a perception of a conflict of interest when such a perception is reasonably foreseeable and avoidable (e.g., deferring a decision to an uninvolved member).

Whenever any member is placed in circumstances that would require him/her to take enforcement action or to provide official information or services to any relative or individual with whom the member is involved in a personal or business relationship, that member shall promptly notify his/her uninvolved, immediate supervisor.

In the event that no uninvolved supervisor is immediately available, the member shall promptly notify the communication officer to have another uninvolved member either relieve the involved member or, minimally, remain present to witness the action.

Boone County Sheriff's Office Procedure Manual: CONFLICTS OF INTEREST STATEMENT

1024.5 SUPERVISOR RESPONSIBILITIES

Upon being notified of or otherwise becoming aware of any circumstance that could result in or constitute an actual or potential violation of this policy, a supervisor shall take all reasonable steps to promptly mitigate or avoid such violations whenever possible. Supervisors shall also promptly notify the Sheriff or the authorized designee of such actual or potential violations through the chain of command.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Badges, Patches and Identification

1025.1 PURPOSE AND SCOPE

The Boone County Sheriff's Office (BCSO) badge, patch and identification card, as well as the likeness of these items and the name of the Office, are property of the Office. Their use shall be restricted as set forth in this policy.

1025.2 POLICY

The Boone County Sheriff's Office issues each member appropriate identification, which may include a badge, patch and/or identification card, depending on the member's position within the Office.

1025.3 MEMBER RESPONSIBILITIES

Members of the Boone County Sheriff's Office will use the BCSO badge, patch and identification card, as well as the likeness of these items, appropriately and professionally. The BCSO badge, patch and identification card shall only be displayed or used by a member when acting in an official or authorized capacity.

Office members shall not:

(a) Display or use the BCSO badge, patch or identification card for personal gain or benefit.

(b) Loan the BCSO badge, patch or identification card to others or permit these items to be reproduced or duplicated.

(c) Use images of the BCSO badge, patch or identification card, or the likeness thereof, or the Boone County Sheriff's Office name, for personal or private reasons including, but not limited to, letters, memoranda and electronic communications, such as email, blogs, social networking or websites.

1025.4 BADGES

The Sheriff shall determine the number and form of badges authorized for use by office members.

Only badges issued by this office are authorized to be used, displayed, carried or worn by members while on-duty or otherwise acting in an official or authorized capacity.

1025.4.1 PERMITTED USE BY EMPLOYEE GROUPS

The likeness of the BCSO badge shall not be used for any purpose without the express authorization of the Sheriff and shall be subject to the following:

(a) An authorized employee group may use the likeness of the BCSO badge for merchandise and official employee group business provided it is used in a clear representation of the employee group and not the Boone County Sheriff's Office. The following modification shall be included:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. Any text identifying the Boone County Sheriff's Office is replaced with the name of the employee group.
2. A badge number is not included. That portion of the badge may display the acronym of the employee group.

1025.5 IDENTIFICATION CARDS

All members will be issued an official BCSO identification card bearing the member's name, full-face photograph, member identification number, member's signature and signature of the Sheriff or the official seal of the Office. All members shall be in possession of their office-issued identification cards at all times while on-duty or in office facilities.

(a) Whenever on-duty or acting in an official capacity representing the Office, members shall display their office-issued identification cards in a courteous manner to any person upon request and as soon as practicable.

(b) Deputies or other members working specialized assignments may be excused from the possession and display requirements when directed by their Commanders.

(c) Members, while on duty and not in uniform, shall wear some form of Office identification on their clothing, in an exposed and visible location, while in the secured areas of the Boone County Jail Building or while at an initial investigation at a crime scene.

1025.6 BUSINESS CARDS

The Office will supply business cards to those members whose assignments involve frequent interaction with the public or who may require the use of a business card. The only authorized business cards are those issued or approved by the Office and should contain identifying information including, but not limited to, the member's name, division, badge or other identification number and contact information (e.g., telephone number, email address).

Members should provide a business card to any member of the public who requests one.

1025.7 LOST BADGE, PATCH OR IDENTIFICATION CARD

Office members shall promptly notify their supervisors whenever their BCSO badges, patches or identification cards are lost, damaged or are otherwise removed from their control.

1025.8 PATCHES

The Sheriff shall determine the form of patches authorized for use by the Office. Any request to modify the authorized patches for specialty divisions (e.g., K-9, SWAT) should be submitted to the Sheriff in writing.

Only patches issued by this office are authorized to be displayed or worn by members while on-duty or otherwise acting in an official or authorized capacity.

Members, with the written approval of the Sheriff, may request additional patches, at their own expense.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Temporary Modified-Duty Assignments

1026.1 PURPOSE AND SCOPE

This policy establishes procedures for providing temporary modified-duty assignments. This policy is not intended to affect the rights or benefits of employees under federal or state law, County rules, or current collective bargaining agreements. For example, nothing in this policy affects the obligation of the Office to engage in a good faith, interactive process to consider reasonable accommodations for any employee with a temporary or permanent disability or limitation that is protected under federal or state law.

1026.2 POLICY

Subject to operational considerations, the Boone County Sheriff's Office may identify temporary modified-duty assignments for employees who have an injury or medical condition resulting in temporary work limitations or restrictions. A temporary assignment allows the employee to work, while providing the Office with a productive employee during the temporary period.

1026.3 GENERAL CONSIDERATIONS

Priority consideration for temporary modified-duty assignments will be given to employees with work-related injuries or illnesses that are temporary in nature. Employees having disabilities covered under the Americans with Disabilities Act (ADA) or the Indiana Civil Rights Act shall be treated equally, without regard to any preference for a work-related injury.

No position in the Boone County Sheriff's Office shall be created or maintained as a temporary modified-duty assignment.

Temporary modified-duty assignments are a management prerogative and not an employee right. The availability of temporary modified-duty assignments will be determined on a case-by-case basis, consistent with the operational needs of the Office. Temporary modified-duty assignments are subject to continuous reassessment, with consideration given to operational needs and the employee’s ability to perform in a modified-duty assignment.

These limited or light-duty assignments within the Boone County Sheriff’s Office shall be restricted to a maximum of (2) two positions for which written job descriptions shall exist to establish those essential job function required to qualify for such an assignment.

The Sheriff or the authorized designee may restrict employees working in temporary modified-duty assignments from wearing a uniform, displaying a badge, carrying a firearm, operating an emergency vehicle or engaging in outside employment, or may otherwise limit them in employing their law enforcement officer powers.

Temporary modified-duty assignments shall generally not exceed a cumulative total of 1,040 hours in any one-year period.

1026.4 PROCEDURE

Employees may request a temporary modified-duty assignment for short-term injuries or illnesses.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Employees seeking a temporary modified-duty assignment should submit a written request to their Commanders or the authorized designees. The request should, as applicable, include a certification from the treating medical professional containing:

(a) An assessment of the nature and probable duration of the illness or injury.

(b) The prognosis for recovery.

(c) The nature and scope of limitations and/or work restrictions.

(d) A statement regarding any required workplace accommodations, mobility aids or medical devices.

(e) A statement that the employee can safely perform the duties of the temporary modified-duty assignment.

The Commander will make a recommendation through the chain of command to the Sheriff regarding temporary modified-duty assignments that may be available based on the needs of the Office and the limitations of the employee. The Sheriff or the authorized designee shall confer with the Matron or the County Attorney as appropriate.

Requests for a temporary modified-duty assignment of 20 hours or less per week may be approved and facilitated by the Shift Supervisor or Commander, with notice to the Sheriff.

1026.5 ACCOUNTABILITY

Written notification of assignments, work schedules and any restrictions should be provided to employees assigned to temporary modified-duty assignments and their supervisors. Those assignments and schedules may be adjusted to accommodate office operations and the employee's medical appointments, as mutually agreed upon with the Commander.

1026.5.1 EMPLOYEE RESPONSIBILITIES

The responsibilities of employees assigned to temporary modified duty shall include, but are not limited to:

(a) Communicating and coordinating any required medical and physical therapy appointments in advance with their supervisors.

(b) Promptly notifying their supervisors of any change in restrictions or limitations after each appointment with their treating medical professionals.

(c) Communicating a status update to their supervisors no less than once every 30 days while assigned to temporary modified duty.

(d) Submitting a written status report to the Commander that contains a status update and anticipated date of return to full-duty when a temporary modified-duty assignment extends beyond 60 days.

1026.5.2 SUPERVISOR RESPONSIBILITIES

The employee's immediate supervisor shall monitor and manage the work schedule of those assigned to temporary modified-duty.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The responsibilities of supervisors shall include, but are not limited to:

(a) Periodically apprising the Commander of the status and performance of employees assigned to temporary modified duty.

(b) Notifying the Commander and ensuring that the required documentation facilitating a return to full duty is received from the employee.

(c) Ensuring that employees returning to full duty have completed any required training and certification.

1026.6 MEDICAL EXAMINATIONS

Prior to returning to full-duty status, employees shall be required to provide certification from their treating medical professionals stating that they are medically cleared to perform the essential functions of their jobs without restrictions or limitations.

The Office may require a fitness-for-duty examination prior to returning an employee to full-duty status, in accordance with the Fitness for Duty Policy.

1026.7 PREGNANCY

If an employee is temporarily unable to perform regular duties due to a pregnancy, childbirth, or a related medical condition, the employee will be treated the same as any other temporarily disabled employee (42 USC § 2000e(k)). A pregnant employee shall not be involuntarily transferred to a temporary modified-duty assignment.

If notified by an employee or the employee's representative regarding limitations related to pregnancy, childbirth, or related medical conditions, the Office should make reasonable efforts to provide an accommodation for the employee in accordance with federal law. The accommodation should be provided without unnecessary delay, as appropriate (42 USC § 2000gg-1; 29 CFR 1636.3; 29 CFR 1636.4).

1026.7.1 NOTIFICATION

Pregnant employees should notify their immediate supervisors as soon as practicable and provide a statement from their medical providers identifying any pregnancy-related job restrictions or limitations. If at any point during the pregnancy it becomes necessary for the employee to take a leave of absence, such leave shall be granted in accordance with the County’s personnel rules and regulations regarding family and medical care leave.

1026.8 MAINTENANCE OF CERTIFICATION AND TRAINING

Employees assigned to temporary modified duty shall maintain all certification, training and qualifications appropriate to both their regular and temporary duties, provided that the certification, training or qualifications are not in conflict with any medical limitations or restrictions. Employees who are assigned to temporary modified duty shall inform their supervisors of any inability to maintain any certification, training or qualifications.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1026.9 PROBATIONARY EMPLOYEES

Probationary employees who are assigned to a temporary modified-duty assignment may have their probation extended by a period of time equal to their assignment to temporary modified duty.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Performance History Audits

1027.1 PURPOSE AND SCOPE

This policy provides guidance for the use of performance history audits. Performance history audits can help identify commendable performance as well as provide early recognition of training needs and other potential issues (e.g., problematic conduct). This policy addresses the responsibilities, performance indicators, and components of the audit; handling of collected data; and conducting appropriate interventions, when necessary.

1027.2 POLICY

The Boone County Sheriff's Office collects data to assist supervisors with evaluating the performance of their employees, including identifying problematic conduct and providing for appropriate interventions. While it is understood that the statistical compilation of data may be helpful to supervisors, the Office recognizes that it cannot account for, and must carefully balance such data with, the many variables in law enforcement, such as:

- Ability to detect crime.
- Work ethic.
- Assignment and shift.
- Physical abilities (ability to perform the job-related physical tasks).
- Randomness of events.

1027.3 RESPONSIBILITIES

Under the authority of the Sheriff, each Division Commander and supervisors are responsible for collecting performance indicators and other relevant data on personnel under their command. The data will be compiled to generate quarterly performance history audit reports that will be provided to the Administration Commander. The Administration Commander or the authorized designee, will utilize confidential methods to compile and track information regarding performance indicators for each deputy during each quarter in order to prepare the report. Though generated quarterly, each report should contain data from a one-year time period.

The Administration Commander should forward a copy of each performance history audit report to the Sheriff for review and retention as confidential personnel information.

1027.4 COMPONENTS OF PERFORMANCE HISTORY AUDITS

Performance history audits should include the following components:

- Performance indicators
- Data analysis
- Employee review
- Follow-up monitoring

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1027.4.1 PERFORMANCE INDICATORS

Performance indicators represent the categories of employee performance activity that the Sheriff has determined may be relevant data for the generation and analysis of performance history audits. These indicators may include but are not limited to the frequency and/or number of:

(a) Use of force incidents.

(b) Involvement and conduct during vehicle pursuits.

(c) Personnel complaints, including the findings.

(d) Commendations, compliments, and awards from the Office and the public.

(e) Claims and civil suits related to the employee's actions or alleged actions.

(f) Canine bite incidents.

(g) Personnel investigations.

(h) County Prosecutor case rejections and the reasons.

(i) Intentional or unintentional firearm discharges (regardless of injury).

(j) Vehicle accidents.

(k) Missed court appearances.

(l) Documented counseling.

1027.4.2 EMPLOYEE REVIEW

Upon receipt of a performance history audit report, the supervisor will carefully review the report with the deputy to assess any potential trends or other issues that may warrant intervention to improve deputy performance and avoid unnecessary uses of force. These interventions could include informal counseling, additional training, or a recommendation for other action, including discipline. The deputy shall date and sign the report and should be provided with a copy of the report upon request.

If a supervisor determines that a deputy's performance warrants action beyond informal counseling, the supervisor shall advise the Commander of such recommendation. If the Commander concurs with the recommendation of the supervisor, the supervisor shall take steps to initiate the appropriate action, including a referral (voluntary or involuntary) to the Employee Assistance Program, if warranted.

If discipline or other adverse action is initiated against a deputy as a result of a performance history audit, the deputy shall be entitled to all rights and processes set forth in the Personnel Complaints Policy.

1027.4.3 FOLLOW-UP MONITORING

Depending upon the results of each performance history audit, a determination should be made by the Administration Commander, after discussion with the deputy’s immediate supervisor, about the need, type and duration of any follow-up. Performance indicators and data analysis will generally provide the basis upon which such decisions should be made.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1027.5 CONFIDENTIALITY OF DATA

Information, data and copies of material compiled to develop performance history audit reports shall be considered confidential as part of the employee's personnel file and will not be subject to discovery or release except as provided by law. Access to performance history audit reports will be governed under the same process as access to a deputy's personnel file, as outlined in the Personnel Records Policy.

Access to the underlying data will be governed by the process for access to the original records (such as police reports).

1027.6 RETENTION

Performance history audit reports and associated records shall be retained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Speech, Expression and Social Networking

1028.1 PURPOSE AND SCOPE

This policy is intended to address issues associated with the use of social networking sites, and provides guidelines for the regulation and balancing of member speech and expression with the needs of the Boone County Sheriff's Office.

This policy applies to all forms of communication including, but not limited to, film, video, print media, public or private speech and use of all Internet services, including the Web, email, file transfer, remote computer access, news services, social networking, social media, instant messaging, blogs, forums, video and other file-sharing sites.

Nothing in this policy is intended to prohibit or infringe upon any communication, speech or expression that is protected under law. This includes speech and expression protected under state or federal constitutions as well as labor or other applicable laws. For example, this policy does not limit a member from speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, about matters of public concern, such as misconduct or corruption.

Members are encouraged to consult with their supervisors regarding any questions arising from the application or potential application of this policy.

1028.2 POLICY

Members of public entities occupy a trusted position in the community, and thus, their statements have the potential to contravene the policies and performance of the Boone County Sheriff's Office. Due to the nature of the work and influence associated with the law enforcement profession, it is necessary that members of this office be subject to certain reasonable limitations on their speech and expression. To achieve its mission and efficiently provide service to the public, the Office will carefully balance the individual member’s rights against the needs and interests of the Office when exercising a reasonable degree of control over its members’ speech and expression.

1028.3 SAFETY

Members should carefully consider the implications of their speech or any other form of expression when using the Internet. Speech and expression that may negatively affect the safety of Boone County Sheriff's Office members, such as posting personal information in a public forum or posting a photograph taken with a GPS-enabled camera, can result in compromising a member’s home address or family ties. Members should therefore not disseminate or post any information on any forum or medium that could reasonably be anticipated to compromise the safety of any member, a member’s family or associates. Examples of the type of information that could reasonably be expected to compromise safety include:

- Disclosing a photograph and name or address of anyone who is working undercover.
- Disclosing the address of a fellow office member.
- Otherwise disclosing where another deputy can be located on or off-duty.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Members shall not reveal the names, addresses, social security numbers or telephone numbers of any member of the Office.

1028.4 PROHIBITED SPEECH, EXPRESSION AND CONDUCT

To meet the safety, performance and public-trust needs of the Boone County Sheriff's Office, the following are prohibited unless the speech is otherwise protected (for example, a member speaking as a private citizen, including acting as an authorized member of a recognized bargaining unit or an employee group, on a matter of public concern):

(a) Speech or expression made pursuant to an official duty that tends to compromise or damage the mission, function, reputation or professionalism of the Office or its members.

(b) Speech or expression that, while not made pursuant to an official duty, is significantly linked to, or related to, the Office and tends to compromise or damage the mission, function, reputation or professionalism of the Office or its members. Examples may include:

1. Statements that indicate disregard for the law or the state or U.S. Constitutions or county ordinances.
2. Expression that demonstrates support for criminal activity.
3. Participation in sexually explicit photographs or videos for compensation or distribution.

(c) Speech or expression that could reasonably be foreseen as having a negative impact on the credibility of the member as a witness. For example, posting to a website statements or expressions that glorify or endorse dishonesty, unlawful discrimination or illegal behavior.

(d) Speech or expression of any form that could reasonably be foreseen as having a negative impact on the safety of the members of the Office (e.g., a statement on a blog that provides specific details as to how and when prisoner transportations are made could reasonably be foreseen as potentially jeopardizing employees by informing criminals of details that could facilitate an escape or attempted escape).

(e) Speech or expression that is contrary to the canons of the Law Enforcement Code of Ethics as adopted by the Office.

(f) Use or disclosure, through whatever means, of any information, photograph, video or other recording obtained or accessible as a result of employment or appointment with the Office for financial or personal gain, or any disclosure of such materials without the express authorization of the Sheriff or the authorized designee.

(g) Posting, transmitting or disseminating any photographs, video or audio recordings, likenesses or images of office logos, emblems, uniforms, badges, patches, marked vehicles, equipment or other material that specifically identifies the Boone County Sheriff's Office on any personal or social networking or other website or web page, without the express authorization of the Sheriff.

(h) Members may lecture on “Police” or other related subjects only with the prior written approval of the Sheriff.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(i) Members may not post financial, confidential, sensitive or proprietary information about the Sheriff's Office, the County, its vendors, members, or applicants.

Members must take reasonable and prompt action to remove any content, including content posted by others, that is in violation of this policy from any web page or website maintained by the employee (e.g., social or personal website).

1028.4.1 UNAUTHORIZED ENDORSEMENTS AND ADVERTISEMENTS

While members are not restricted from engaging in the following activities as private citizens or as authorized members of recognized bargaining units or employee groups, members may not represent the Boone County Sheriff's Office or identify themselves in any way that could be reasonably perceived as representing the Office in order to do any of the following, unless specifically authorized by the Sheriff:

(a) Endorse, support, oppose or contradict any political campaign or initiative

(b) Endorse, support, oppose or contradict any social issue, cause or religion

(c) Endorse, support or oppose any product, service, company or other commercial entity.

(d) Appear in any commercial, social or nonprofit publication or any motion picture, film, video or public broadcast or on any website.

Additionally, when it can reasonably be construed that an employee, acting in his/her individual capacity or through an outside group or organization, including as an authorized member of a recognized bargaining unit or an employee group, is affiliated with this office, the member shall give a specific disclaiming statement that any such speech or expression is not representative of the Boone County Sheriff's Office.

Members retain their rights to vote as they choose, to support candidates of their choice and to express their opinions as private citizens, including as authorized members of recognized bargaining units or employee groups, on political subjects and candidates at all times while off-duty. However, members may not use their official authority or influence to interfere with or affect the result of elections or nominations for office. Members are also prohibited from directly or indirectly using their official authority to coerce, command or advise another employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes (5 USC § 1502).

1028.5 PRIVACY EXPECTATION

Members forfeit any expectation of privacy with regard to emails, texts or anything published or maintained through file-sharing software or any Internet site (e.g., Facebook, MySpace) that is accessed, transmitted, received or reviewed on any office technology system (see the Information Technology Use Policy for additional guidance).

1028.6 CONSIDERATIONS

In determining whether to grant authorization of any speech or conduct that is prohibited under this policy, the factors that the Sheriff or the authorized designee should consider include:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Whether the speech or conduct would negatively affect the efficiency of delivering public services.

(b) Whether the speech or conduct would be contrary to the good order of the Office or the efficiency or morale of its members.

(c) Whether the speech or conduct would reflect unfavorably upon the Office.

(d) Whether the speech or conduct would negatively affect the member's appearance of impartiality in the performance of his/her duties.

(e) Whether similar speech or conduct has been previously authorized.

(f) Whether the speech or conduct may be protected and outweighs any interest of the Office.

1028.7 TRAINING

Subject to available resources, the Office should provide training regarding the limitations on speech, expression and use of social networking to all members of the Office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Illness and Injury Prevention

1029.1 PURPOSE AND SCOPE

The purpose of this policy is to establish an ongoing and effective plan to reduce the incidence of illness and injury for members of the Boone County Sheriff's Office, in accordance with the requirements of I.C. § 22-1-1-10 and I.C. § 22-8-1.1-2.

This policy specifically applies to illness and injury that results in lost time or that requires medical treatment beyond first aid. Although this policy provides the essential guidelines for a plan that reduces illness and injury, it may be supplemented by procedures outside the Policy Manual.

This policy does not supersede, but supplements any related Countywide safety efforts.

1029.2 POLICY

The Boone County Sheriff's Office is committed to providing a safe environment for its members and visitors and to minimizing the incidence of work-related illness and injuries. The Office will establish and maintain an illness and injury prevention plan and will provide tools, training and safeguards designed to reduce the potential for accidents, injuries and illness. It is the intent of the Office to comply with all laws and regulations related to occupational safety.

1029.3 ILLNESS AND INJURY PREVENTION PLAN

The Chief Deputy is responsible for developing an illness and injury prevention plan that shall include:

(a) Workplace safety and health training programs (I.C. § 22-8-1.1-3.1).
    1. Indiana workplace safety rules shall be addressed, including those incorporated by reference (620 I.A.C. 1-1-1).
(b) Regularly scheduled safety meetings.
(c) Posted or distributed safety information (610 I.A.C. 9-2-3).
(d) A system for members to anonymously inform management about workplace hazards.
(e) Establishment of a safety and health committee that will:
    1. Meet regularly.
    2. Prepare a written record of safety and health committee meetings.
    3. Review the results of periodic scheduled inspections.
    4. Review investigations of accidents and exposures.
    5. Make suggestions to command staff for the prevention of future incidents.
    6. Review investigations of alleged hazardous conditions.
    7. Submit recommendations to assist in the evaluation of member safety suggestions.
    8. Assess the effectiveness of efforts made by the Office to meet applicable standards.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(f) Establishment of a process to ensure illnesses and injuries are reported as required under I.C. § 22-8-1.1-43.1 for work-related deaths and incidents which result in the hospitalization of three or more members.

1029.3.1 SAFETY AND HEALTH COMMITTEE ANNUAL REPORT
The Safety and Health Committee should prepare an annual report to the Chief Deputy, to be forwarded to the Sheriff, which should consist of a review and summary of all accidents and exposure causation. The report should include recommendations for reducing the incidence of accidents and injuries, including changes to policy, training or equipment, as appropriate.

1029.4 ADMINISTRATION COMMANDER RESPONSIBILITIES
The responsibilities of the Administration Commander include but are not limited to:

(a) Managing and implementing a plan to reduce the incidence of member illness and injury.

(b) Ensuring that a system of communication is in place that facilitates a continuous flow of safety and health information between supervisors and members. This system shall include:

1. New member orientation that includes a discussion of safety and health policies and procedures.
2. Regular member review of the illness and injury prevention plan.

(c) Ensuring that all safety and health policies and procedures are clearly communicated and understood by all members.

(d) Taking reasonable steps to ensure that all members comply with safety rules in order to maintain a safe work environment. This includes but is not limited to:

1. Informing members of the illness and injury prevention guidelines.
2. Recognizing members who perform safe work practices.
3. Ensuring that the member evaluation process includes member safety performance.
4. Ensuring office compliance to meet standards regarding the following:
    (a) Communicable diseases (I.C. § 16-41-11-5 et seq.)
    (b) Indiana Occupational Safety and Health Act (IOSHA) workplace safety rules (I.C. § 22-8-1.1-3.1)
    (c) Personal protective equipment (PPE) (see the Personal Protective Equipment Policy)
    (d) Emergency Action Plan (29 CFR 1910.38)
    (e) Walking working surfaces (29 CFR 1910.21 et seq.; I.C. § 22-8-1.1-16.2; 620 I.A.C. 1-1-1)
    (f) Personal fall protection systems (29 CFR 1910.140; I.C. § 22-8-1.1-16.2; 620 I.A.C. 1-1-1)

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(e) Making available a form to document inspections, unsafe condition or unsafe work practices, and actions taken to correct unsafe conditions and work practices.

(f) Making available a form to document individual incidents or accidents.

(g) Making available a form to document the safety and health training of each member. This form will include the member's name or other identifier, training dates, type of training, and training providers.

(h) Conducting and documenting a regular review of the illness and injury prevention plan.

1029.5 SUPERVISOR RESPONSIBILITIES

Supervisor responsibilities include, but are not limited to:

(a) Ensuring member compliance with illness and injury prevention guidelines and answering questions from members about this policy.

(b) Training, counseling, instructing or making informal verbal admonishments any time safety performance is deficient. Supervisors may also initiate discipline when it is reasonable and appropriate under the Standards of Conduct Policy.

(c) Establishing and maintaining communication with members on health and safety issues. This is essential for an injury-free, productive workplace.

(d) Completing required forms and reports relating to illness and injury prevention; such forms and reports shall be submitted to the Chief Deputy.

(e) Notifying the Chief Deputy when:

1. New substances, processes, procedures or equipment that present potential new hazards are introduced into the work environment.
2. New, previously unidentified hazards are recognized.
3. Occupational illnesses and injuries occur.
4. New and/or permanent or intermittent members are hired or reassigned to processes, operations or tasks for which a hazard evaluation has not been previously conducted.
5. Workplace conditions warrant an inspection.

1029.6 HAZARDS

All members should report and/or take reasonable steps to correct unsafe or unhealthy work conditions, practices or procedures in a timely manner. Members should make their reports to a supervisor (as a general rule, their own supervisors).

Supervisors should make reasonable efforts to correct unsafe or unhealthy work conditions in a timely manner, based on the severity of the hazard. These hazards should be corrected when observed or discovered when it is reasonable to do so. When a hazard exists that cannot be immediately abated without endangering members or property, supervisors should protect or remove all exposed members from the area or item, except those necessary to correct the existing condition.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Members who are necessary to correct the hazardous condition shall be provided with the necessary protection.

All significant actions taken and dates they are completed shall be documented. The documentation should be forwarded to the Chief Deputy via the chain of command.

The Chief Deputy will take appropriate action to ensure the illness and injury prevention plan addresses potential hazards upon such notification.

1029.6.1 SAFETY DEVICES AND SAFEGUARDS

Members shall not remove or damage any safety device or safeguard put in place by the Office for workplace safety or interfere with any workplace safety process. Each member shall comply with applicable IOSHA rules (I.C. § 22-8-1.1-4; I.C. § 22-8-1.1-5).

1029.7 INSPECTIONS

Safety inspections are crucial to a safe work environment. These inspections identify and evaluate workplace hazards and permit mitigation of those hazards. A hazard assessment checklist should be used for documentation and to ensure a thorough assessment of the work environment.

The Chief Deputy shall ensure that the appropriate documentation is completed for each inspection.

1029.7.1 EQUIPMENT

Members are charged with daily vehicle inspections of their assigned vehicles and of their PPE prior to working in the field. Members shall complete the appropriate form if an unsafe condition cannot be immediately corrected. Members should forward this form to their supervisors.

See attachment: Vehicle Inspection Form

1029.8 INVESTIGATIONS

Any member sustaining any work-related illness or injury, as well as any member who is involved in any accident or hazardous substance exposure while on-duty, shall report such event as soon as practicable to a supervisor. Members observing or learning of a potentially hazardous condition are to promptly report the condition to their immediate supervisors.

A supervisor receiving such a report should personally investigate the incident or ensure that an investigation is conducted. Investigative procedures for workplace accidents and hazardous substance exposures should include:

(a) A visit to the accident scene as soon as possible.

(b) An interview of the injured member and witnesses.

(c) An examination of the workplace for factors associated with the accident/exposure.

(d) Determination of the cause of the accident/exposure.

(e) Corrective action to prevent the accident/exposure from reoccurring.

(f) Documentation of the findings and corrective actions taken.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Additionally the supervisor should proceed with the steps to report an on-duty injury, as required under the Work-Related Illness and Injury Reporting Policy, in conjunction with this investigation to avoid duplication and ensure timely reporting.

1029.9 TRAINING

The Chief Deputy should work with the Training Coordinator to provide all members, including supervisors, with training on general and job-specific workplace safety and health practices. Training shall be provided:

(a) To supervisors to familiarize them with the safety and health hazards to which members under their immediate direction and control may be exposed.

(b) To all members with respect to hazards specific to each member's job assignment.

(c) To all members given new job assignments for which training has not previously been provided.

(d) Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard.

(e) Whenever the Office is made aware of a new or previously unrecognized hazard.

1029.9.1 TRAINING TOPICS

The Training Coordinator shall ensure that training includes:

(a) Reporting unsafe conditions, work practices and injuries, and informing a supervisor when additional instruction is needed.

(b) Use of appropriate clothing, including gloves and footwear.

(c) Use of respiratory equipment.

(d) Availability of toilet, hand-washing and drinking-water facilities.

(e) Provisions for medical services and first aid.

(f) Handling of bloodborne pathogens and other biological hazards.

(g) Prevention of heat and cold stress.

(h) Identification and handling of hazardous materials, including chemical hazards to which members could be exposed, and review of resources for identifying and mitigating hazards (e.g., hazard labels, Safety Data Sheets (SDS)).

(i) Mitigation of physical hazards, such as heat and cold stress, noise, and ionizing and non-ionizing radiation.

(j) Identification and mitigation of ergonomic hazards, including working on ladders or in a stooped posture for prolonged periods.

(k) Back exercises/stretches and proper lifting techniques.

(l) Avoidance of slips and falls.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(m) Good housekeeping and fire prevention.

(n) Other job-specific safety concerns.

1029.10 RECORDS

Records and training documentation relating to illness and injury prevention will be maintained in accordance with the established records retention schedule.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Line-of-Duty Deaths

1030.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance to members of the Boone County Sheriff's Office in the event of the death of a member occurring in the line of duty and to direct the Office in providing proper support for the member's survivors.

The Sheriff may also apply some or all of this policy for a non-line-of-duty member death, or in situations where members are injured in the line of duty and the injuries are life-threatening.

1030.1.1 DEFINITIONS

Definitions related to this policy include:

Line-of-duty death - The death of a deputy during the course of performing law enforcement-related functions while on- or off-duty, or a civilian member during the course of performing assigned duties.

For a deputy, a line-of-duty death includes death that is the direct and proximate result of a personal injury sustained in the line of duty (34 USC § 10281).

Survivors - Immediate family members of the deceased member, which can include spouse, children, parents, other next of kin, or significant others. The determination of who should be considered a survivor for purposes of this policy should be made on a case-by-case basis given the individual's relationship with the member and whether the individual was previously designated by the deceased member.

1030.2 POLICY

It is the policy of the Boone County Sheriff's Office to make appropriate notifications and to provide assistance and support to survivors and coworkers of a member who dies in the line of duty.

It is also the policy of this office to respect the requests of the survivors when they conflict with these guidelines, as appropriate.

1030.3 INITIAL ACTIONS BY COMMAND STAFF

(a) Upon learning of a line-of-duty death, the deceased member's supervisor should provide all reasonably available information to the Shift Supervisor and the Communication Center.

1. Communication of information concerning the member and the incident should be restricted to secure networks to avoid interception by the media or others (see the Public Information Officer section of this policy).

(b) The Shift Supervisor should ensure that notifications are made in accordance with the Officer-Involved Shootings and Deaths and Major Incident Notification policies as applicable.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) If the member has been transported to the hospital, the Shift Supervisor or the authorized designee should respond to the hospital to assume temporary responsibilities as the Hospital Liaison.

(d) The Sheriff or the authorized designee should assign members to handle survivor notifications and assign members to the roles of Hospital Liaison (to relieve the temporary Hospital Liaison) and the Office Liaison as soon as practicable (see the Notifying Survivors section and the Office Liaison and Hospital Liaison subsections in this policy).

1030.4 NOTIFYING SURVIVORS

Survivors should be notified as soon as possible in order to avoid the survivors hearing about the incident in other ways.

The Sheriff or the authorized designee should review the deceased member's emergency contact information and make accommodations to respect the member's wishes and instructions specific to notifying survivors. However, notification should not be excessively delayed because of attempts to assemble a notification team in accordance with the member's wishes.

The Sheriff, Shift Supervisor, or the authorized designee should select at least two members to conduct notification of survivors, one of which may be the Office chaplain.

Notifying members should:

(a) Make notifications in a direct and compassionate manner, communicating as many facts of the incident as possible, including the current location of the member. Information that is not verified should not be provided until an investigation has been completed.

(b) Determine the method of notifying surviving children by consulting with other survivors and taking into account factors such as the child's age, maturity, and current location (e.g., small children at home, children in school).

(c) Plan for concerns such as known health concerns of survivors or language barriers.

(d) Offer to transport survivors to the hospital, if appropriate. Survivors should be transported in office vehicles. Notifying members shall inform the Hospital Liaison over a secure network that the survivors are on their way to the hospital. Notifying members should remain at the hospital while the survivors are present.

(e) When survivors are not at their residences or known places of employment, actively seek information and follow leads from neighbors, other law enforcement, postal authorities, and other sources of information in order to accomplish notification in as timely a fashion as possible. Notifying members shall not disclose the reason for their contact other than a family emergency.

(f) If making notification at a survivor's workplace, ask a workplace supervisor for the use of a quiet, private room to meet with the survivor. Members shall not inform the workplace supervisor of the purpose of their visit other than to indicate that it is a family emergency.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(g) Offer to call other survivors, friends, or clergy to support the survivors and to avoid leaving survivors alone after notification.

(h) Assist the survivors with meeting child care or other immediate needs.

(i) Provide other assistance to survivors and take reasonable measures to accommodate their needs, wishes, and desires. Care should be taken not to make promises or commitments to survivors that cannot be met.

(j) Inform the survivors of the name and phone number of the Survivor Support Liaison (see the Survivor Support Liaison section of this policy), if known, and the Office Liaison.

(k) Provide their contact information to the survivors before departing.

(l) Document the survivors' names and contact information, as well as the time and location of notification. This information should be forwarded to the Office Liaison.

(m) Inform the Sheriff or the authorized designee once survivor notifications have been made so that other Boone County Sheriff's Office members may be apprised that survivor notifications are complete.

1030.4.1 OUT-OF-AREA NOTIFICATIONS

The Office Liaison should request assistance from law enforcement agencies in appropriate jurisdictions for in-person notification to survivors who are out of the area.

(a) The Office Liaison should contact the appropriate jurisdiction using a secure network and provide the assisting agency with the name and telephone number of the office member that the survivors can call for more information following the notification by the assisting agency.

(b) The Office Liaison may assist in making transportation arrangements for the member's survivors, but will not obligate the Office to pay travel expenses without the authorization of the Sheriff.

1030.5 NOTIFYING OFFICE MEMBERS

Supervisors or members designated by the Sheriff are responsible for notifying office members of the line-of-duty death as soon as possible after the survivor notification is made. Notifications and related information should be communicated in person or using secure networks and should not be transmitted over the radio.

Notifications should be made in person and as promptly as possible to all members on-duty at the time of the incident. Members reporting for subsequent shifts within a short amount of time should be notified in person at the beginning of their shifts. Members reporting for duty from their residences should be instructed to contact their supervisors as soon as practicable. Those members who are working later shifts or are on days off should be notified by phone as soon as practicable.

Members having a close bond with the deceased member should be notified of the incident in person. Supervisors should consider assistance (e.g., peer support, modifying work schedules, approving sick leave) for members who are especially affected by the incident.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Supervisors should direct members not to disclose any information outside the Office regarding the deceased member or the incident.

1030.6 LIAISONS AND COORDINATORS

The Sheriff or the authorized designee should select members to serve as liaisons and coordinators to handle responsibilities related to a line-of-duty death, including but not limited to:

(a) Office Liaison.

(b) Hospital Liaison.

(c) Survivor Support Liaison.

(d) Wellness Support Liaison.

(e) Funeral Liaison.

(f) Mutual aid coordinator.

(g) Benefits Liaison.

(h) Finance coordinator.

Liaisons and coordinators will be directed by the Office Liaison and should be given sufficient duty time to complete their assignments.

Members may be assigned responsibilities of more than one liaison or coordinator position depending on available office resources. The Office Liaison may assign separate liaisons and coordinators to accommodate multiple family units, if needed. The Office should consider seeking assistance from surrounding law enforcement agencies to fill liaison and coordinator positions, as appropriate.

1030.6.1 OFFICE LIAISON

The Office Liaison should be a Commander or of sufficient rank to effectively coordinate office resources, and should serve as a facilitator between the deceased member's survivors and the Office. The Office Liaison reports directly to the Sheriff. The Office Liaison's responsibilities include but are not limited to:

(a) Directing the other liaisons and coordinators in fulfilling survivors' needs and requests. Consideration should be given to organizing the effort using the National Incident Management System.

(b) Establishing contact with survivors within 24 hours of the incident and providing them contact information.

(c) Advising survivors of the other liaison and coordinator positions and their roles and responsibilities.

(d) Identifying locations that will accommodate a law enforcement funeral and presenting the options to the appropriate survivors, who will select the location.

(e) Coordinating all official law enforcement notifications and arrangements.

(f) Making necessary contacts for authorization to display flags at half-staff.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(g) Reminding office members of appropriate information-sharing restrictions regarding the release of information that could undermine future legal proceedings.

(h) Coordinating security checks of the member's residence as necessary and reasonable.

(i) Serving as a liaison with visiting law enforcement agencies during memorial and funeral services.

1030.6.2 HOSPITAL LIAISON

The Hospital Liaison should work with hospital personnel to:

(a) Establish a command post or incident command system, as appropriate, to facilitate management of the situation and its impact on hospital operations (e.g., influx of people, parking).

(b) Arrange for appropriate and separate waiting areas for:

1. The survivors and others whose presence is requested by the survivors.
2. Office members and friends of the deceased member.
3. Media personnel.

(c) Ensure, as practicable, that any suspects who are in the hospital and their families or friends are not in proximity to the member's survivors or Boone County Sheriff's Office members (except for members who may be guarding a suspect).

(d) Arrange for survivors to receive timely updates regarding the member before information is released to others.

(e) Arrange for survivors to have private time with the member, if requested.

1. The Hospital Liaison or hospital personnel may need to explain the condition of the member to the survivors to prepare them accordingly.
2. The Hospital Liaison should accompany the survivors into the room, if requested.

(f) Stay with survivors and provide them with other assistance as needed at the hospital.

(g) If applicable, explain to the survivors why an autopsy may be needed.

(h) Make arrangements for hospital bills to be directed to the Office, that the survivors are not asked to sign as guarantor of payment for any hospital treatment, and that the member's residence address, insurance information, and next of kin are not included on hospital paperwork.

Other responsibilities of the Hospital Liaison include but are not limited to:

- Arranging transportation for the survivors back to their residence.
- Working with investigators to gather and preserve the deceased member's equipment and other items that may be of evidentiary value.
- Documenting their actions at the conclusion of duties.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1030.6.3 SURVIVOR SUPPORT LIAISON

The Survivor Support Liaison should work with the Office Liaison to fulfill the immediate needs and requests of the survivors of any member who has died in the line of duty, and serve as the long-term office contact for survivors.

The Survivor Support Liaison should be selected by the deceased member's Commander. The following should be considered when selecting the Survivor Support Liaison:

- The liaison should be an individual the survivors know and with whom they are comfortable working.
- The selection may be made from names recommended by the deceased member's supervisor and/or coworkers. The deceased member's partner or close friends may not be the best selections for this assignment because the emotional connection to the member or survivors may impair their ability to conduct adequate liaison duties.
- The liaison must be willing to assume the assignment with an understanding of the emotional and time demands involved.

The responsibilities of the Survivor Support Liaison include but are not limited to:

(a) Arranging for transportation of survivors to hospitals, places of worship, funeral homes, and other locations, as appropriate.

(b) Communicating with the Office Liaison regarding appropriate security measures for the family residence, as needed.

(c) If requested by the survivors, providing assistance with instituting methods of screening telephone calls made to their residence after the incident.

(d) Providing assistance with travel and lodging arrangements for out-of-town survivors.

(e) Returning the deceased member's personal effects from the Office and the hospital to the survivors. The following should be considered when returning the personal effects:

1. Items should not be delivered to the survivors until they are ready to receive the items.
2. Items not retained as evidence should be delivered in a clean, unmarked box.
3. All clothing not retained as evidence should be cleaned and made presentable (e.g., items should be free of blood or other signs of the incident).
4. The return of some personal effects may be delayed due to ongoing investigations.

(f) Assisting with the return of office-issued equipment that may be at the deceased member's residence.

1. Unless there are safety concerns, the return of the equipment should take place after the funeral at a time and in a manner considerate of the survivors' wishes.

(g) Working with the Wellness Support Liaison for survivors to have access to available counseling services.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(h) Coordinating with the office's Public Information Officer (PIO) to brief the survivors on pending press releases related to the incident and to assist the survivors with media relations in accordance with their wishes (see the Public Information Officer section of this policy).

(i) Briefing survivors on investigative processes related to the line-of-duty death, such as criminal, internal, and administrative investigations.

(j) Informing survivors of any related criminal proceedings and accompanying them to such proceedings.

(k) Introducing survivors to prosecutors, victim's assistance personnel, and other involved personnel as appropriate.

(l) Maintaining long-term contact with survivors and taking measures to sustain a supportive relationship (e.g., follow-up visits, phone calls, cards on special occasions, special support during holidays).

(m) Inviting survivors to office activities, memorial services (e.g., as applicable, the Annual Candlelight Vigil at the National Law Enforcement Officers Memorial), or other functions as appropriate.

Survivor Support Liaisons providing services after an incident resulting in multiple members being killed should coordinate with and support each other through conference calls or meetings as necessary.

The Office recognizes that the duties of a Survivor Support Liaison will often affect regular assignments over many years, and is committed to supporting members in the assignment.

If needed, the Survivor Support Liaison should be issued a personal communication device (PCD) owned by the Office to facilitate communications necessary to the assignment. The office-issued PCD shall be used in accordance with the Personal Communication Devices Policy.

1030.6.4 WELLNESS SUPPORT LIAISON

The Wellness Support Liaison should work with the office wellness coordinator or the authorized designee and other liaisons and coordinators to make wellness support and counseling services available to members and survivors who are impacted by a line-of-duty death. The responsibilities of the Wellness Support Liaison include but are not limited to:

(a) Identifying members who are likely to be significantly affected by the incident and may have an increased need for wellness support and counseling services, including:

1. Members involved in the incident.
2. Members who witnessed the incident.
3. Members who worked closely with the deceased member but were not involved in the incident.

(b) Making arrangements for members who were involved in or witnessed the incident to be relieved of office responsibilities until they can receive wellness support.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Making wellness support and counseling resources (e.g., peer support, Critical Incident Stress Debriefing) available to members as soon as reasonably practicable following the line-of-duty death.

(d) Coordinating with the Survivor Support Liaison to inform survivors of available wellness support and counseling services and assisting with arrangements as needed.

(e) Following up with members and the Survivor Support Liaison in the months following the incident to determine if additional wellness support or counseling services are needed.

1030.6.5 FUNERAL LIAISON

The Funeral Liaison should work with the Office Liaison, Survivor Support Liaison, and survivors to coordinate funeral arrangements to the extent the survivors wish. The Funeral Liaison's responsibilities include but are not limited to:

(a) Assisting survivors in working with the funeral director regarding funeral arrangements and briefing them on law enforcement funeral procedures.

(b) Completing funeral notification to other law enforcement agencies.

(c) Coordinating the funeral activities of the Office, including but not limited to the following:

1. Honor Guard
    (a) Casket watch
    (b) Color guard
    (c) Pallbearers
    (d) Bell/rifle salute
2. Bagpipers/bugler
3. Uniform for burial
4. Flag presentation
5. Last radio call

(d) Briefing the Sheriff and command staff concerning funeral arrangements.

(e) Assigning a deputy to remain at the family home during the viewing and funeral.

(f) Arranging for transportation of the survivors to and from the funeral home and interment site using office vehicles and drivers.

(g) Addressing event-related logistical matters (e.g., parking, visitor overflow, public assembly areas).

1030.6.6 MUTUAL AID COORDINATOR

The mutual aid coordinator should work with the Office Liaison and the Funeral Liaison to request and coordinate any assistance from outside law enforcement agencies needed for, but not limited to:

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(a) Traffic control during the deceased member's funeral.

(b) Area coverage so that as many Boone County Sheriff's Office members can attend funeral services as possible.

The mutual aid coordinator should perform duties in accordance with the Outside Agency Assistance Policy.

Where practicable, the [agencyHead] should appoint a mutual aid coordinator to identify external resources in advance of any need (e.g., regional honor guard teams, county- or state-wide resources).

1030.6.7 FINANCE COORDINATOR

The finance coordinator should work with the Sheriff and the Office Liaison to manage financial matters related to the line-of-duty death. The finance coordinator’s responsibilities include, but are not limited to:

(a) Establishing methods for purchasing and monitoring costs related to the incident.

(b) Providing information on finance-related issues, such as:

1. Paying survivors’ travel costs if authorized.
2. Transportation costs for the deceased.
3. Funeral and memorial costs.
4. Related funding or accounting questions and issues.

(c) Working with the Benefits Liaison to establish a process for the receipt of public donations to the deceased member’s survivors.

(d) Providing accounting and cost information as needed.

1030.6.8 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include but are not limited to:

(a) Confirming the filing of workers' compensation claims and related paperwork (see the Work-Related Illness and Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the following:

1. Public Safety Officers' Benefits Program, including financial assistance available through the Public Safety Officers' Educational Assistance (PSOEA) Program, as applicable (34 USC § 10281 et seq.).
2. Social Security Administration.
3. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. Survivor monthly benefit and health insurance coverage (I.C. § 36-8-8-14.1).
2. Lump sum death benefit (I.C. § 36-8-8-16).
3. Special lump sum death benefit for line of duty death (I.C. § 36-8-8-20).
4. Tuition and fee exemptions for eligible survivors of a public safety officer killed in the line of duty (I.C. § 21-14-4-1).

(d) Researching and assisting survivors with application for other survivor benefits such as:

1. Private foundation survivor benefits programs.
2. Survivor scholarship programs.

(e) Researching and informing survivors of support programs sponsored by sheriff's associations and other organizations.

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1030.6.9 BENEFITS LIAISON

The Benefits Liaison should provide survivors with information concerning available benefits and will assist them in applying for benefits. Responsibilities of the Benefits Liaison include but are not limited to

(a) Confirming the filing of workers' compensation claims and related paperwork (see the Work-Related Illness and Injury Reporting Policy).

(b) Researching and assisting survivors with application for federal government survivor benefits, such as those offered through the following:

1. Public Safety Officers' Benefits Program, including financial assistance available through the Public Safety Officers' Educational Assistance (PSOEA) Program, as applicable (34 USC § 10281 et seq.).
2. Social Security Administration.
3. Department of Veterans Affairs.

(c) Researching and assisting survivors with application for state and local government survivor benefits as applicable, such as:

1. Death benefits (I.C. § 36-8-10-14).

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

2. Dependent pension benefits (I.C. § 36-8-10-16).
3. Health insurance benefits (I.C. § 36-8-10-16.5).
4. Cost of living payments (I.C. § 36-8-10-23).
5. Tuition and fee exemptions for eligible survivors of a public safety officer killed in the line of duty (I.C. § 21-14-4-1).

(d) Researching and assisting survivors with application for other survivor benefits such as:

1. Private foundation survivor benefits programs.
2. Survivor scholarship programs.

(e) Researching and informing survivors of support programs sponsored by sheriff's associations and other organizations.

(f) Documenting and informing survivors of inquiries and interest regarding public donations to the survivors.

1. If requested, working with the finance coordinator to assist survivors with establishing a process for the receipt of public donations.

(g) Providing survivors with a summary of the nature and amount of benefits applied for, including the name of a contact person at each benefit office. Printed copies of the summary and benefit application documentation should be provided to affected survivors.

(h) Maintaining contact with the survivors and assisting with subsequent benefit questions and processes as needed.

1030.7 PUBLIC INFORMATION OFFICER

In the event of a line-of-duty death, the office's PIO should be the office's contact point for the media. As such, the PIO should coordinate with the Office Liaison to:

(a) Collect and maintain the most current incident information and determine what information should be released.

(b) Instruct office members to direct any media inquiries to the PIO.

(c) Prepare necessary press releases.

1. Coordinate with other entities having media roles (e.g., outside agencies involved in the investigation or incident).
2. Disseminate important public information, such as information on how the public can show support for the office and deceased member's survivors.

(d) Arrange for community and media briefings by the Sheriff or the authorized designee as appropriate.

(e) Respond, or coordinate the response, to media inquiries.

(f) If requested, assist the member's survivors with media inquiries.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1. Brief the survivors on handling sensitive issues such as the types of questions that reasonably could jeopardize future legal proceedings.

(g) Release information regarding memorial services and funeral arrangements to office members, other agencies, and the media as appropriate.

(h) If desired by the survivors, arrange for the recording of memorial and funeral services via photos and/or video.

The identity of deceased members should be withheld until the member's survivors have been notified. If the media have obtained identifying information for the deceased member prior to survivor notification, the PIO should request that the media withhold the information from release until proper notification can be made to survivors. The PIO should notify media when survivor notifications have been made.

1030.8 OFFICE CHAPLAIN

The Office chaplain may serve a significant role in line-of-duty deaths. Chaplain duties may include but are not limited to:

- Assisting with survivor notifications and assisting the survivors with counseling, emotional support, or other matters, as appropriate.
- Assisting liaisons and coordinators with their assignments, as appropriate.
- Assisting office members with counseling or emotional support, as requested and appropriate.

Further information on the potential roles and responsibilities of the chaplain is in the Chaplains Policy.

1030.9 INVESTIGATION OF THE INCIDENT

The Sheriff should make necessary assignments to conduct thorough investigations of any line-of-duty death and may choose to use the investigation process outlined in the Officer-Involved Shootings and Deaths Policy.

Investigators from other agencies may be assigned to work on any criminal investigation related to line-of-duty deaths. Partners, close friends, or personnel who worked closely with the deceased member should not have any investigative responsibilities because such relationships may impair the objectivity required for an impartial investigation of the incident.

Involved office members should be kept informed of the progress of the investigations and provide investigators with any information that may be pertinent to the investigations.

1030.10 LINE-OF-DUTY DEATH OF A LAW ENFORCEMENT ANIMAL

The Sheriff may authorize appropriate memorial and funeral services for law enforcement animals killed in the line of duty.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1030.11 NON-LINE-OF-DUTY DEATH

The Sheriff may authorize certain support services for the death of a member not occurring in the line of duty.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Honor/Color Guard

1031.1 HONOR/COLOR GUARD

The Boone County Sheriff Office's Honor Guard/Color Guard is comprised of selected officers not to exceed six in number. Members of the Guard will be selected for their uniformed appearance and whose dedication, personal discipline, and professionalism will represent the Office in ceremonies, award presentations, parades and funerals.

1031.2 PURPOSE

The purpose of the Honor Guard/Color Guard is to:

(a) Enable the Coordinator to move the Guard from one place to another in an orderly manner

(b) Aid in disciplinary training by instilling habits of precision and response to the Coordinators orders

(c) Provide Office representation at the funeral of any full-time sworn law enforcement officer, currently or previously employed by the Boone County Sheriff's Office in addition to assisting other law enforcement agencies with funerals of any full-time sworn member of that agency

1. At the funeral of any immediate family member of any full-time sworn law enforcement officer currently employed by the Boone County Sheriff's Office

(a) An immediate family member shall be defined as a member's father, mother, brother, sister, spouse or child.

(b) Any request for a special exception to these guidelines must be made through and approved by the Sheriff of Boone County;

(d) Provide a means, through ceremonies, of enhancing the morale of Office members, developing the spirit of cohesion, and presenting traditional, interesting and well executed presentations;

(e) Provide for the development of all officers in the practice of commanding precision units.

1031.3 REQUIREMENTS

Those officers requesting consideration for a position on the Honor Guard/Color Guard must meet the following requirements:

(a) Personnel, not of probationary status; reserves are eligible

(b) Height proportionate to weight

(c) Participate in required practice and drill instruction

1031.4 UNIFORM

The official uniform of the Honor Guard/Color Guard will be:

(a) Full winter uniform, tie and felt hat

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Dress Blouse with badge, name plate, honor guard pin and appropriate cord

(c) (red/white/black) worn on the left shoulder;

(d) Gun belt with holster, cuff case, ammo carrier and Sam Brown strap;

(e) White gloves.

The Guard uniform at all times will be neat, clean, and finely creased. At no time shall articles protrude out of or from the pockets of either the blouse or the trousers (loose change, lighters, wallet, etc.). No additional awards, pins, or decorations will be worn on the blouse unless otherwise directed by the Sheriff or Chief Deputy.

1031.5 TRAINING

Training in the Honor Guard/Color Guard is no different than any other field of specialization in Law Enforcement. Due to the nature of precision movement and exact positioning in both individual and unit exercises, practice and drill instruction is essential. Practice and instruction will include, but not limited to:

(a) Individual and unit movements and positions

(b) Posting and retiring the Guard at funerals

(c) Flag folding and presentation

(d) Posting and retiring Colors at festive events

(e) Actions and positions in parade participation

(f) All practices and training will be at the discretion of the team coordinator and Office training committee. Major consideration is given to the skill level of the Guard itself, and preparation for a scheduled or unscheduled event.

(g) The Boone County Sheriff's Office Honor Guard/Color Guard Instruction Manual will be the primary source of material used in training. The manual provides guidance for uniformity in the conduct of the Guard. It includes methods of movement, manual of arms for weapons, and various other aspects of basic drill instruction.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Separation From Employment

1032.1 EMPLOYMENT TERMINATION

Listed below are examples of some of the most common circumstances under which employment is terminated:

(a) RESIGNATION – Voluntary employment termination initiated by a Member or employee. The Member or Employee will be required to complete a Resignation Form or letter.

1. Although advance notice is not required, Boone County requests at least two (2) weeks written notice of resignation from non-exempt members or employees and four (4) weeks notice from exempt members or employees. If a member or employee does not provide advance notice as requested above, the employee will be considered ineligible for rehire.

(b) TERMINATION – Involuntary employment termination initiated by the Sheriff's Office.

(c) RETIREMENT – Voluntary employment termination initiated by the member or employee meeting age, length of service, and any other criteria for retirement from the Sheriff's Office.

(d) REDUCTION IN FORCE/LAYOFF - Involuntary employment termination initiated on behalf of the Sheriff's Office due to lack of work, lack of funds or projected lack of funds, job elimination, or reorganization. Whenever a reduction is necessary, the Sheriff will determine the classification(s) in which the layoff(s) will occur and the number of members and employees to be laid off in each department.

1032.2 PROCEDURE

Members will be laid off with consideration of length of continuous service and the operational needs of the County. Members may displace less senior members in other departments provided they possess the minimum qualifications and licenses required for the position. Length of service is one factor in the layoff/displacement decision.

The operational needs of the Sheriff's Office may require the retention of a less senior member over a more senior member.Attendance and punctuality may also be a factor in determining who shall be retained and who shall be laid off.

A recall list will be established for each classification affected by the layoff listing each laid-off member in order of layoff.

A laid off member will be eligible for recall for a period of one (1) year following the date of layoff. A member who is laid off retains reinstatement rights in the agency from which he/she was laid off. Reinstatement rights continue for one (1) year from the date of layoff.

During this one (1) year period, the Sheriff's Office will not hire or promote anyone into that classification until all persons on a layoff list for that classification are reinstated or decline the position when it is offered.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

The member will be responsible for keeping a current address on file with the Sheriff's Administrative Office. Failure to do so may result in the inability to notify the member of his/her eligibility for reinstatement.

Each recalled member will be allowed fourteen (14) calendar days from the date of receipt of the certified letter to return to work. The Sheriff's Office will consider extenuating circumstances submitted in writing by the laid-off individual.

Any member who declines reinstatement to the same classification from which the layoff occurred will no longer be eligible for recall and will be considered terminated from employment.

All accrued, vested benefits that are due and payable at termination will be paid.

Some benefits may be continued at the member's expense if the member so chooses. The member will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance

1032.3 PAYROLL NOTIFICATION

Direct supervisors must notify the Sheriff's Administrative Office that a member is terminating employment as soon as notice is given by the member. This includes part-time and seasonal members. This will facilitate the proper payment of time worked in compliance with state law.

Members who have been issued a Sheriff's Office credit card are to return the card at the time of their resignation or termination from the Sheriff's Office.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

InTime Workforce Management Platform

1033.1 PURPOSE AND SCOPE

The purpose of this policy is to provide an understanding of the practices and procedures for the InTime Workforce Management platform. InTime is Scheduling and Workforce Management software (SaaS) that's purpose-built for the complexities of public safety agencies.

1033.2 DEFINITION

With Scheduling at its core, the InTime platform also enables overtime management, event management, leave management, reporting and the ability to integrate with other software offerings. InTime is a secure, cloud-based software hosted by Amazon Web Services (AWS) and can be tailored for all roles within a public safety agency.

In addition to the core platform, InTime provides a suite of integrated optional modules including: Timekeeping, Shift Bidding, Court and e-subpoena, Training Management, and Asset Management.

InTime can be accessed through the following product components:

InTime Desktop

A robust client easily installed on the computers of the schedulers or others in management, that provides secure access to the core product for scheduling and related capabilities, administration, and reporting.

InTime Web

A mobile optimized web browser experience for use on computers, tablets or smartphones, where employees can: view individual and team schedules; sign up for shifts, overtime and extra-duty; submit leave requests; request shift trades; and supervisors can approve/reject requests.

InTime Mobile

Available for both Android and iOS, a rich Mobile App for staff to: view individual and team schedules; sign up for shifts, overtime and extra-duty; submit leave requests; request shift trades; punch-in punch-out (geo-fenced); and receive mobile alerts.

1033.3 POLICY

It is the policy of the Department that members shall use information technology resources, including computers, software and systems, that are issued or maintained by the Department in a professional manner and in accordance with this policy.

1033.4 RESPONSIBILITIES FOR INTIME MANAGEMENT

The InTime software is administered by the InTime Coordinator who serves as the Primary Scheduler for the department. Division and Unit managers and supervisors assist the Primary Scheduler with the day-to-day responsibilities of employee scheduling, overtime tracking, and general leave management.

1033.5 INTIME COORDINATOR RESPONSIBILITIES

The InTime Coordinator will serve as the Primary Scheduler for the department and will work with the Division and Unit managers and supervisors to ensure minimum staffing levels are

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

maintained on a daily basis. He/she will coordinate the selection and posting of employee schedules at the shift change period for the upcoming deployment. He/she will also coordinate the entering of employee vacation and training requests which may require staffing reviews and/or shift coverage adjustments. Individual managers and supervisors may assist in daily leave and overtime adjustments as needed.

The InTime Coordinator will oversee the entry of changes in the InTime Desktop program related to new employees; transferred or re-assigned employees; or the retirement/termination of an employee. He/she will oversee updates to the program and any implementation/training for users related to changes in the program.

1033.6 MANAGER AND SUPERVISOR RESPONSIBILITIES

Managers and Supervisors are responsible for ensuring the schedule for their employees' is maintained and accurately reflects the employee's assignments. Managers and Supervisors are also responsible for reviewing and approving or rejecting their employees' overtime, leave, and timesheet requests in the InTime software.

1033.7 EMPLOYEE RESPONSIBILITIES

InTime Web and InTime Mobile are available for all employees via a secure internet connection on a 24/7 basis. While accessing InTime Web or InTime Mobile on work days is required, accessing InTime Web or InTime Mobile on non-work days is not required. Should an employee wish to check his/her notifications or InTime Web or InTime Mobile outside their normal work hours (off-duty), they are only permitted to do so up to a maximum of five (5) minutes in a 24-hour period. The department wants to ensure that such time spent is "de minimis", and as such, non-compensable.

Employees are also responsible for ensuring the information listed under his/her individual profile is correct and current. Contact information shall be maintained at all times with a minimum of a work e-mail address and cell phone number. An employee may elect to add a home e-mail address and home phone as additional contact points. A home phone number may be substituted for the cell phone number only if the employee does not have a cell phone.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Wellness Program

1034.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidance on establishing and maintaining a proactive wellness program for office members.

The wellness program is intended to be a holistic approach to a member's well-being and encompasses aspects such as physical fitness, mental health, and overall wellness.

Additional information on member wellness is provided in the:

- Chaplains Policy.
- Line-of-Duty Deaths Policy.
- Drug- and Alcohol-Free Workplace Policy.

1034.1.1 DEFINITIONS

Definitions related to this policy include (I.C. § 36-8-2.5-1):

Communications – Oral or written statements, notes, records, recordings, reports, or documents made during or arising from a member's receipt of critical incident stress management (CISM) services or peer support services.

Critical incident – An actual or perceived event or situation that involves crisis, disaster, trauma, or emergency.

Critical incident stress – The acute or cumulative psychological stress or trauma a member may experience in providing emergency services in response to a critical incident that causes an unusually strong emotional, cognitive, behavioral, or physical reaction that may interfere with normal functioning. The stress or trauma may cause physical and emotional injury or illness; failure of usual coping mechanisms; loss of interest in work or normal life activities; loss of ability to function; or psychological disruption of personal life including relationships with others.

Critical Incident Stress Debriefing (CISD) – A standardized approach using a discussion format to provide education, support, and emotional release opportunities for members involved in work-related critical incidents.

CISM services – Critical incident stress management services include programs and services related to education, prevention, and mitigation of the effects from exposure to highly stressful critical incidents. These include services provided by an individual certified to provide group or individual crisis intervention, peer support, or a related service.

CISM services provider – An individual certified to provide CISM services who is acting as part of a CISM team or in another official capacity.

CISM team – An organized community or local crisis response team trained and certified under standards substantially similar to the training and certification standards of the Indiana Emergency Medical Services Commission under I.C. § 16-31-2.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Peer support services – Services provided by a member who works for the same agency as the recipient of such services and is acting in the member's capacity as a peer support team member and within the agency's peer support guidelines. Services may include active listening, assessment, mentoring, crisis intervention, or other support services provided to a member experiencing personal or professional difficulties that may or may not result from their exposure to critical incidents.

Peer support team member – A member who successfully completed peer support training and is designated as a peer support team member by the Sheriff or the members' bargaining unit president.

1034.2 POLICY

It is the policy of the Boone County Sheriff's Office to prioritize member wellness to foster fitness for duty and support a healthy quality of life for office members. The Office will maintain a wellness program that supports its members with proactive wellness resources, critical incident response, and follow-up support.

1034.3 WELLNESS COORDINATOR

The Sheriff should appoint a trained wellness coordinator. The coordinator should report directly to the Sheriff or the authorized designee and should collaborate with advisers (e.g., Executive Secretary, legal counsel, licensed psychotherapist, qualified health professionals), as appropriate, to fulfill the responsibilities of the position, including but not limited to:

(a) Identifying wellness support providers (e.g., licensed psychotherapists, external peer support providers, physical therapists, dietitians, physical fitness trainers holding accredited certifications).

1. As appropriate, selected providers should be trained and experienced in providing mental wellness support and counseling to public safety personnel.
2. When practicable, the Office should not use the same licensed psychotherapist for both member wellness support and fitness for duty evaluations.

(b) Developing management and operational procedures for office peer support team members, such as:

1. Peer support team member selection and retention.
2. Training and applicable certification requirements.
3. Deployment.
4. Managing potential conflicts between peer support team members and those seeking service.
5. Monitoring and mitigating peer support team member emotional fatigue (i.e., compassion fatigue) associated with providing peer support services.
6. Using qualified peer support personnel from other public safety agencies or outside organizations for office peer support services, as appropriate.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(c) Verifying members have reasonable access to peer support services or licensed psychotherapist support.

(d) Establishing procedures for CISDs, including:

1. Defining the types of incidents that may initiate debriefings.
2. Steps for organizing debriefings.

(e) Facilitating the delivery of wellness information, training, and support through various methods appropriate for the situation (e.g., phone hotlines, electronic applications).

(f) Verifying a confidential, appropriate, and timely Employee Assistance Program (EAP) is available for members. This also includes:

1. Obtaining a written description of the program services.
2. Providing for the methods to obtain program services.
3. Providing referrals to the EAP for appropriate diagnosis, treatment, and follow-up resources.
4. Obtaining written procedures and guidelines for referrals to, or mandatory participation in, the program.
5. Obtaining training for supervisors in their role and responsibilities, and identification of member behaviors that would indicate the existence of member concerns, problems, or issues that could impact member job performance.

(g) Assisting members who have become disabled with application for federal government benefits such as those offered through the Public Safety Officers' Benefits Program (34 USC § 10281 et seq.).

1. The coordinator should work with appropriate Office liaisons to assist qualified members and survivors with benefits, wellness support, and counseling services, as applicable, when there has been a member death (see the Line-of-Duty Deaths Policy for additional guidance).

1034.4 OFFICE PEER SUPPORT TEAM

1034.4.1 PEER SUPPORT TEAM MEMBER SELECTION CRITERIA

The selection of a office peer support team member will be at the discretion of the Sheriff or the members' bargaining unit president (I.C. § 36-8-2.5-1). Selection should be based on the member's:

- Desire to be a peer support team member.
- Experience or tenure.
- Demonstrated ability as a positive role model.
- Ability to communicate and interact effectively.
- Evaluation by supervisors and any current peer support team members.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

1034.4.2 PEER SUPPORT TEAM MEMBER RESPONSIBILITIES
The responsibilities of office peer support team members include:

(a) Providing pre- and post-critical incident support.

(b) Presenting office members with periodic training on wellness topics, including but not limited to:

1. Stress management.

2. Suicide prevention.

3. How to access support resources.

(c) Providing referrals to licensed psychotherapists and other resources, where appropriate.

1. Referrals should be made to office-designated resources in situations that are beyond the scope of the peer support team member's training.

1034.4.3 PEER SUPPORT TEAM MEMBER TRAINING
A office peer support team member should successfully complete office-approved peer support training prior to being assigned (I.C. § 36-8-2.5-1).

1034.5 CRITICAL INCIDENT STRESS DEBRIEFINGS

A Critical Incident Stress Debriefing should occur as soon as practicable following a critical incident. The coordinator is responsible for organizing the debriefing. Notes and recorded statements shall not be taken because the sole purpose of the debriefing is to help mitigate the stress-related effects of a critical incident.

The debriefing is not part of any investigative process. Care should be taken not to release or repeat any communication made during a debriefing unless otherwise authorized by policy, law, or a valid court order.

Attendance at the debriefing should only include peer support team members, CISM service providers, and those directly involved in the incident.

1034.6 PEER SUPPORT COMMUNICATIONS

Communications between a member and CISM services providers or peer support team members while the member is receiving peer support services, and the records of those communications, are generally confidential and may not be disclosed to a third party or in a criminal, civil, or administrative proceeding without a court order or as authorized by I.C. § 36-8-2.5-2. Those communications are confidential for purposes of the Access to Public Records law in I.C. § 5-14-3-1 et seq. (I.C. § 36-8-2.5-2).

1034.7 PHYSICAL WELLNESS PROGRAM

The coordinator is responsible for establishing guidelines for any on-duty physical wellness program, including the following:

(a) Voluntary participation by members

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(b) Allowable physical fitness activities

(c) Permitted times and locations for physical fitness activities

(d) Acceptable use of office-provided physical fitness facilities and equipment

(e) Individual health screening and fitness assessment

(f) Individual education (e.g., nutrition, sleep habits, proper exercise, injury prevention) and goal-setting

(g) Standards for fitness incentive programs. The coordinator should collaborate with the appropriate entities (e.g., human resources, legal counsel) to verify that any standards are nondiscriminatory.

(h) Maintenance of physical wellness logs (e.g., attendance, goals, standards, progress)

(i) Ongoing support and evaluation

1034.8 WELLNESS PROGRAM AUDIT

At least annually, the coordinator or the authorized designee should audit the effectiveness of the office's wellness program and prepare a report summarizing the findings. The report shall not contain the names of members participating in the wellness program, and should include the following information:

- Data on the types of support services provided
- Wait times for support services
- Participant feedback, if available
- Program improvement recommendations
- Policy revision recommendations

The coordinator should present the completed audit to the Sheriff for review and consideration of updates to improve program effectiveness.

1034.9 TRAINING

The coordinator or the authorized designee should collaborate with the Training Coordinator to provide all members with regular education and training on topics related to member wellness, including but not limited to:

- The availability and range of office wellness support systems.
- Suicide prevention.
- Recognizing and managing mental distress, emotional fatigue, post-traumatic stress, and other possible reactions to trauma.
- Alcohol and substance disorder awareness.
- Countering sleep deprivation and physical fatigue.
- Anger management.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

- Marriage and family wellness.
- Benefits of exercise and proper nutrition.
- Effective time and personal financial management skills.

Training materials, curriculum, and attendance records should be forwarded to the Training Coordinator as appropriate for inclusion in training records.

1034.9.1 ADDITIONAL STATE-MANDATED WELLNESS TRAINING
Deputies shall complete training on topics relating to the mental health and wellness of law enforcement officers as required by I.C. § 5-2-1-9.

1034.10 MENTAL HEALTH HOURS

See Boone County Sheriff's Office Policy Manual: 1006.11 MENTAL HEALTH HOURS

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Recruitment Plan

1035.1 PURPOSE AND SCOPE

The purpose of this procedure is to assist members in the recruitment process for new members.

1035.2 RECRUITMENT

The goal of the Boone County Sheriff's Office Recruitment Plan is to attract applicants that reasonably reflect the demographics (e.g., gender, ethnicity, race) of the office's service area. Objectives should include efforts to hire the most qualified individuals who are representative of the community and who live in, or are from, the community. The Office is committed to equal employment opportunity.

See the Recruitment and Selection Policy for additional guidance.

1035.2.1 RECRUITMENT ACTIVITIES

Recruitment activities should include but are not limited to:

(a) Identifying and maintaining contact with local organizations that advocate for underrepresented groups and social support organizations.
    1. Activities may include but are not limited to:
        (a) Attending career fairs at local schools and community colleges.
        (b) Drafting, printing, and distributing informational brochures that may attract qualified candidates to the Office.
        (c) Utilizing the office's website to attract qualified candidates.

(b) Advertising on websites, social media platforms, and any other appropriate media for persons meeting eligibility requirements.

1035.3 ANNUAL REVIEW, EVALUATION, AND REPORTING

The Administration Commander shall conduct an annual review of the Recruitment Plan, which shall include performing an annual office demographic review, determining progress towards goals, and recommending revisions to the Recruitment Plan accordingly if the goals and objectives are not met. The results and any revisions shall be reviewed and approved by the Sheriff.

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Attachments

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

DRINKING PARTIES BEST PRACTICES CHECK LIST.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

DRINKING PARTIES BEST PRACTICES CHECK LIST
(information must be included in master report)

_____ 1. How did Law Enforcement learn of the event?

_____ 2. Observation of 1st arriving officer(s) of the exterior of the house/location:

_____ 3. How was entry into location made (legal basis)? (consent, search warrant, medical emergency, etc):

_____ 4. Observations upon entry into Event Location:
(ex: suspects' original location, items of contraband in plain view)

_____ 5. Secure scene

_____6. Separate Juveniles, Adults under 21, Adults 21 and over:

_____ 7. Test Each Group:

a. Two Officers (#1 is a scribe, #2 performs tests & makes observations)
b. The suspects being tested should be done one at a time.
c. The officer shall attempt to find a location (example outside, porch, garage) which will not be influenced by environmental factors – example: smell of alcohol in a confined area)
d. The scribe shall record for each individual tested the following:
    1) Name of suspect
    2) Age
    3) Identify the PBT Used (zero out PBT each time)
    4) The result of the test
    5) Other signs of alcohol consumption – alcohol on breath, glassy eyes, etc

_____ 8. Collect Evidence/Take Pictures – document in Master or Supplement Report

_____ 9. Investigate Party: Miranda and Question party goers – who's house, who got alcohol, etc.

_____ 9. Designate someone to prepare a "master" report for the investigation

_____ 10. All Officers who took specific actions prepare supplements and forward to OIC who maintains them in master file at Department.

_____ 11. All reports (Master Report, supplements, photos, copies of misc paperwork) forwarded to BCPO for review

Signed by: _____. Date: _____.
For any questions, see Best Practices for the Investigation of Drinking Parties Memo.

BCSO Chaplain Handbook (Signed) 2-2022.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Boone County Sheriff's Office

Michael T. Nielsen, Sheriff

1905 Indianapolis Avenue Lebanon, Indiana 46052
Phone (765) 482-1412 Indianapolis (317) 873-5613 Fax: (765) 483-3370
www.boonecountyindianasheriff.com

Policies & Procedures
Chaplain Division

The intention of this Chaplain Handbook is to describe the policies and procedures of the Chaplaincy of the Boone County Sheriff's Office. It is to be used as a set of guidelines for the orientation of Chaplains coming into the ministry as new members of the team.

I. MISSION STATEMENT

A. The Boone County Sheriff's Office (BCSO) is committed to providing a safe and supportive community through honest, competent, professional, and progressive law enforcement services. Our Value points are Integrity, Leadership, Loyalty, Professionalism, and Commitment.

B. The Chaplain Division supports the mission of the BCSO by serving the Sheriff, their personnel, and any community agency seeking additional support by providing pastoral care.

II. PURPOSE OF THE CHAPLAINCY

A. To provide spiritual first-aid to the victims, victims' families and inmates in the Boone County Jail.

B. To provide counsel to the deputies and other first responding agencies in coordination with other agencies, Chaplains, and/or clergy.

C. To provide assistance in matters of spiritual, personal, family, work, or of another nature at the request of the BCSO personnel.

D. Accompany Officer(s) to make death notifications.

E. At the Sheriff's request, to represent the BCSO and/or Sheriff at public functions.

III. STRUCTURE OF THE CHAPLAINCY

There shall be one (1) Senior Chaplain who is appointed by the Sheriff and charged with the responsibility to oversee the two (2) major areas of the Chaplaincy. There will also be a Senior Corrections Chaplain who is appointed by the Sheriff who will oversee the Corrections Chaplaincy.

IV. STATUS OF THE CHAPLAINCY

A. The BCSO Chaplaincy is a non-denominational arm of the department concerned with the spiritual and personal needs of the personnel of the department.

B. Whenever Chaplains are serving law enforcement or another agency's personnel or the community, they should always be subordinate to the Officer(s) they are assisting.

C. All Chaplains serve under the command and direction of the Sheriff and/or designee of the BCSO

D. The Chaplain does not possess the power of arrest or any legal authority.

E. The Chaplain serves in a non-paid volunteer capacity.

1. Chaplains shall provide their own means of transportation. Additionally, mileage is not reimbursable.
2. Initial uniform (long-sleeve shirt/polo shirt/pants) shall be supplied by the BCSO. Any additional authorized BCSO apparel will be at the expense of the Chaplain.

V. QUALIFICATIONS FOR CHAPLAINS

A. Moral and Ethical

1. Chaplains shall be of the highest moral and ethical standards, personally and professionally. Chaplains shall maintain a strict code of ethical conduct.
2. BCSO Chaplains will maintain confidentiality within the limits of the law. The Chaplain is NOT held to confidentiality in cases of admitted child abuse, intended homicide/suicide, or the threat of bodily injury to self or danger to others.
3. Chaplains shall use caution and professional discretion in sharing personal information at the incident scene.

B. Ministry Experience and Professional Skills

1. Training and experience related to Chaplain ministry.
2. Genuine care and compassion for others.
3. Must have effective interpersonal skills and a pastoral presence.
4. Skill in crisis counseling and the ministry of prayer.
5. Must read and accept guidelines outlined in the Chaplain Handbook.

C. Ministry Experience and Professional Skills Required of Senior Chaplain and Senior Corrections Chaplain

1. Must meet the above required qualifications for all Chaplains.
2. Must have effective interpersonal skills in communication, managing, supervising, counseling, interviewing, and advising.
3. Must have knowledge of the BCSO and Chaplaincy, their functions, and responsibilities.

VI. CHAPLAIN APPROVAL PROCESS

A. Initial Approval

1. It is the Senior Chaplain and Senior Corrections Chaplain's responsibility to take referrals and recruit for prospective Chaplains.
2. Prospective Chaplains will complete an application on the BCSO website.
3. A letter of approval and recommendation shall be submitted by the prospective Chaplain's immediate ecclesiastical or professional supervisor (e.g., Senior pastor, chairman of the board etc.).
4. The Senior Chaplain and Senior Corrections Chaplain will arrange a face-to-face interview with the prospective Chaplain.

5. Prospective Chaplains will submit to a background check and random urine analysis drug screening.
6. Prospective Chaplain will be interviewed by the Sheriff and/or designee.
7. Upon initial acceptance, the prospective Chaplain will be sworn in and receive BCSO credentials and badge. The prospective Chaplain shall serve a probationary period of no less than twelve (12) months active duty.

B. Final Approval

1. After this probationary period, the Chaplain will be reviewed by the Sheriff, Chief Deputy, Senior Chaplain and Senior Corrections Chaplain for final approval.
2. Chaplains shall serve at the pleasure of the elected Sheriff and/or designee who reserves the right to revoke the appointment at any time.
3. The total number of Chaplains will be determined by the Sheriff.

*NOTE: No one is permitted to represent the BCSO Chaplaincy unless they have been through the approval process, appointed and officially sworn in by the Sheriff.

VII. JOB DESCRIPTION—LAW ENFORCEMENT CHAPLAINS

A. Law Enforcement Chaplains Report to the Senior Chaplain

1. Chaplains are expected to read and be familiar with the Chaplain Handbook. The ability to conform to the expectations outlined in this document may be used in evaluating a Chaplain's continued service.
2. Chaplains are accountable to attend no fewer than eight (8) of the regularly scheduled meetings to be held on the last Friday of each month at 12:00pm at the BCSO.
3. Chaplains are expected to attend approved training (e.g., Sheriff's Chaplaincy Conference). Registration fees will be covered by the BCSO.
4. Law Enforcement Chaplains are required to serve on regular assigned duty and be on 24-hour call at specified times. A rotation schedule shall be established by the Senior Chaplain.
5. If not assigned to a specific day, all Law Enforcement Chaplains are expected to be always actively on-call.
6. Chaplains are expected to file written incident reports.
7. Chaplains are accountable for maintaining and returning all department issued equipment.
8. For security and accountability purposes, all email correspondence regarding the BCSO should be done strictly through the BCSO email account.

B. Duties and Responsibilities of Law Enforcement Chaplains

1. Accompany Officer(s) to make death notifications. See SOG for Death Notification.
2. Report to the scene where a Chaplain has been requested to provide spiritual care to victims, their families, or first responders. (See SOG for Chaplain Call)
3. Support the mission of the BCSO through community involvement (e.g., Christmas with a Cop, Every 15 Minutes, Blessing of the Bikes, etc.).
4. Participate in funerals for fallen Officers and/or their families.
5. As required, submit to random urine analysis drug testing.

6. The Chaplaincy requires quality, professional, and ongoing training. Therefore, Chaplains must be willing to attend training seminars and classes to sharpen their skills when offered. The Sheriff's Chaplaincy Conference training is divided into two areas—Law Enforcement Chaplaincy and Jail Chaplaincy. The Sheriff or Senior Chaplain may provide additional or different training.

VIII. JOB DESCRIPTION—CORRECTIONS CHAPLAINS

A. Jail Chaplains Report to the Senior Corrections Chaplain

1. Chaplains are expected to read and be familiar with the Chaplain Handbook. The ability to conform to the expectations outlined in this document may be used in evaluating a Chaplain's continued service.
2. Chaplains are accountable to attend no fewer than eight (8) of the regularly scheduled meetings to be held on the last Friday of each month at 12:00pm at the BCSO.
3. Chaplains are expected to attend approved training (e.g., Sheriff's Chaplaincy Conference). Registration fees will be covered by the BCSO.
4. Jail Chaplains are expected to serve on a regular basis. A set schedule shall be approved by the Senior Corrections Chaplain.
5. For security and accountability purposes, all email correspondence regarding the BCSO should be done strictly through the BCSO email account.
6. Chaplains are accountable for maintaining and returning all department issued equipment.

B. Duties and Responsibilities of Jail Chaplains

1. Accompany Officer(s) to make death notifications to inmates. (See SOG for Death Notification.)
2. Lead Bible studies and be a "ministry of presence" to inmates, officers and staff.
3. Support the mission of the BCSO through community involvement (e.g., Christmas with a Cop, Every 15 Minutes, Blessing of the Bikes, etc.).
4. Participate in funerals for fallen Officers and/or their families.
5. As required, submit to random urine analysis drug testing.
6. The Chaplaincy requires quality, professional, and ongoing training. Therefore, Chaplains must be willing to attend training seminars and classes to sharpen their skills when offered. The Sheriff's Chaplaincy Conference training is divided into two areas—Law Enforcement Chaplaincy and Jail Chaplaincy. The Sheriff or Senior Chaplain may provide additional or different training.

D. Actions to Avoid

1. Chaplains are prohibited from using their official capacity with the BCSO to endorse any product, organization, program, service, or partisan political activity without the expressed permission of the Sheriff.
2. Chaplains will **not** provide a news statement or release to media without the permission of the Sheriff.

3. Chaplains will not "self-deploy" or represent the BCSO in any capacity without prior authorization from the Sheriff, Chief Deputy, Senior Chaplain or Senior Corrections Chaplain or any authorized BCSO personnel.

XIV. JOB DESCRIPTION—SENIOR CHAPLAIN

A. Purpose

1. The Senior Chaplain shall be responsible to the Sheriff and/or designee and the Jail Commander and be in compliance with all rules, regulations, policies, and procedures of the BCSO and the Chaplaincy.
2. Shall act as advisor to the Sheriff and/or designee in all matters pertaining to the moral, morale, and religious welfare of BCSO personnel.
3. With the Sheriff's approval, may develop or assist in the coordination of special programs that are educational, social, and/or religious in nature.
4. Recruit, train, and supervise Chaplaincy Division.

B. Duties and Responsibilities of Senior Chaplain

1. To be responsible to recruit and supervise Chaplains and volunteers according to department and Chaplaincy Division policies and procedures.
2. Provide for the visitation of sick and/or injured Officers and members of their immediate families.
3. Notification of Officers' next of kin when serious injury or death has occurred.
4. Provide guidance in development and implementation of programs, such as orientation for recruits and their spouses.
5. Availability to dispatch for critical incidents, accidents, suicides, hostage/barricade situations, and other emergencies where a Chaplain's services are needed.
6. The Senior Chaplain represents the BCSO at various clubs, conferences, religious institutions, and organizational functions.
7. The Senior Chaplain may provide support and assistance for Chaplains at any time. If needed, serve regular assigned duty and be on 24-hour call at specified times.

X. JOB DESCRIPTION—SENIOR CORRECTIONS CHAPLAIN

A. Purpose

1. The Senior Corrections Chaplain shall be responsible to the Sheriff and/or designee, Jail Commander and Senior Chaplain and be in compliance with all rules, regulations, policies, and procedures of the BCSO and the Chaplaincy.
2. Shall act as advisor to the Sheriff, Chief Deputy and Jail Commander in all matters pertaining to the moral, morale, and religious welfare of BCSO personnel.
3. With the Sheriff's approval, may develop or assist in the coordination of special programs that are educational, and/or religious in nature.
4. Recruit, train, and supervise Jail Chaplaincy.

B. Duties and Responsibilities of Senior Corrections Chaplain

1. To be responsible to recruit and supervise Jail Chaplains and volunteers according to department and Chaplaincy Division policies and procedures.

2. Provide guidance in development and implementation of programs in the Jail, such as Bible studies and worship services.
3. The Senior Corrections Chaplain represents the BCSO at various clubs, conferences, religious institutions, and organizational functions.
The Senior Corrections Chaplain may provide support and assistance for Chaplains at any time.

STANDARD OPERATING GUIDELINES
LAW ENFORCEMENT CHAPLAIN CALL

1. When a request for a Chaplain is made all Chaplains will receive a page/text from the Boone County Sheriff's Office (BCSO) dispatch. **Chaplains will NOT self-deploy** but wait to be paged/texted.
2. All Chaplains should be on prayerful standby until notified a Chaplain has responded.
3. The on-call Chaplain is responsible to respond **immediately** by calling dispatch at **(765) 482-1412** upon receiving a page/text from the BCSO dispatch.
4. The responding Chaplain needs to obtain any details, location, and pertinent information for a proper response. In addition, the Chaplain should request dispatch to notify all other Chaplains via text/page that Chaplain _____ is en route.
5. Chaplains are encouraged to use the "GroupMe" app to communicate urgent information regarding a call. This app is NOT to be used for general conversation or any other purpose.
5. Responding Chaplains are expected to dress professionally and appropriately.
6. Before leaving, place Chaplain placard visibly in the windshield of vehicle and make sure you have your 'Go Bag 'with you (your reflective vest may be necessary).
7. Place your badge on your person and have your BCSO ID at the ready.
8. Proceed in a timely but lawful manner to the scene.
9. Once upon the scene, call dispatch and inform them of your arrival.
10. Report to the Officer in Charge (OIC) and make the OIC aware of your presence.
11. Execute the duties of a Chaplain on-scene. Provide ministry of presence. Perform spiritual first aid as needed. The Chaplain may offer prayers, provide grief counseling, make phone calls to family, contact the family pastor, give booklets etc. Feel free to remove yourself from the scene temporarily if needed (e.g., emotionally overwhelmed). Stay for as long as you think appropriate.
12. Let the victims and/or family members know of your continued availability by giving them your name and contact information.
13. Call dispatch and let them know you are clearing the scene.

14. File a report according to the Chaplain SOG template and email it to the Senior Chaplain, Sheriff, Chief Deputy, and carbon-copy all other Law Enforcement Chaplains.

15. Follow up as necessary: send a card, make a phone call etc.

16. Replenish 'Go Bag 'supplies: business cards, booklets, water, Kleenex, emergency blankets, stuffed animals etc.

17. Practice proper self-care.

18. Be prepared to debrief at the following Chaplain's monthly meeting or sooner if needed

STANDARD OPERATING GUIDELINES
CORRECTIONS CHAPLAINS

1. Under NO circumstances are Chaplains to be with inmates of the opposite sex
2. Anything that goes into the jail must come out with the Chaplain (i.e. pens, paper, etc.)
3. Under no circumstances will a Chaplain make a phone call for an inmate. If an inmate is desperate, advise them to contact the Jail Commander in writing.
4. A Chaplain will accept nothing of value from an inmate
5. A Chaplain will not hold any personal belongings for an inmate. This includes personal items such as clothes, money, vehicles, etc.
6. All personal belongings of the Chaplain should be left in their vehicle or a secured locker in the lobby
7. There will be no leather bound or hard backed Bibles or books of any kind allowed in the jail for use by an inmate. If an inmate or one of their relatives should order anything of this nature, it will be kept in their belongs until they are released.
8. For your own safety, a chaplain should not pick up and inmate who has been released from the jail to take them anywhere
9. Dress appropriately. Chaplains should wear an approved BCSO uniform shirt whenever possible. No shorts, short skirts, or halter tops are allowed. Shoulders must be covered.
10. If a Chaplain, or anyone coming in contact with the inmates, feels ill or has anything considered contagious, they should NOT come into the jail.
11. If there is a need to meet "one on one" with an inmate, prior approval must be obtained by the Senior Corrections Chaplain. Senior Corrections Chaplain must obtain approval from the Sheriff and/or designee.
12. All volunteers must be always accompanied by a BCSO Chaplain unless prior approval has been given by the Senior Corrections Chaplain.

STANDARD OPERATING GUIDELINES
ALL VOLUNTEERS OF THE BOONE COUNTY JAIL

1. ALL volunteers must complete both sides of the volunteer application form and submit it to Joy Stewart in the BCSO Administrative Office. There will be a background check done by the BCSO using the information you provided. This form MUST be submitted each calendar year one full week prior to the date of your visit.

2. All volunteers MUST bring a valid, government issued photo identification with them EACH TIME they enter the jail to visit with inmates or staff.

3. It is strictly prohibited to take ANY articles of any sort to an inmate from anyone outside the jail or from an inmate to anyone outside the jail.

4. ALL visitors are subject to search. No unapproved items will be permitted into the visitation room. Any books, Bibles, papers, musical instruments, etc. may be screened prior to entering the jail. Approval for ANY item is at the discretion of the corrections officers. It is strictly prohibited to give inmates books, Bibles, pamphlets, etc. without prior authorization.

5. ALL PROPERTY including cellphones, any electronic devices, purses, coats, pens, pocketknives, etc. MUST be left in your car or a secured locker.

6. ANY outside service done with former inmates needs to have prior authorization from the Senior Chaplain and Senior Corrections Chaplain.

6. Do not bring writing utensils to hand out. You may bring your own (one only) writing utensil, but you MUST take it with you when you leave.

7. If you have lesson notes to be left with the inmates, it must be on plain paper without any staples, paper clips, etc. and a BCSO Corrections Officer must be given the opportunity to approve them.

8. Dress appropriately. No shorts, short skirts, or halter tops are allowed. Shoulders must be covered.

9. There should be absolutely NO physical contact with the inmates. (Hugging is strictly prohibited in the jail)

10. NO food or drinks are to be taken to the inmates in the jail.

STANDARD OPERATING GUIDELINES
DEATH NOTIFICATION

Additionally, follow the 'Chaplain Call 'SOG general guidelines.

1. The coroner or medical examiner is absolutely responsible for determining the identity of the deceased.

2. Notify in person. Do not call. If there is absolutely no alternative to a phone call, arrange for a neighbor or a friend to be with the next of kin when the call is received. Additionally, do not take any possessions of the victim to the notification.

3. If a large group is to be notified, request additional Chaplains to assist.

4. Talk about your reactions to the death with your team member(s) before the notification to enable you to better focus on the family when you arrive.

5. Present your BCSO credentials and ask to enter their residence.

6. Sit down, ask them to sit down, and be sure you have the next of kin (do not notify siblings before notifying parents or spouses). Never notify a child. Never use a child as a translator.

7. Use the victim's name… "Are you the parents of _____?"

8. Inform simply and directly, with warmth and compassion.

9. Do not use expressions like "expired," "passed away," or "we've lost_____." Avoid any euphemisms and directly state that their loved one is dead.

10. Sample script: "I have some bad news for you." Pause a moment and allow them to prepare. "_____ has been involved in _____ and (s)he has died."
Pause again. "I'm so sorry." Adding your condolence is important because it expresses feelings rather than facts, and invites them to express their own.

11. Continue to use the words "dead" or "died" through ongoing conversation. Continue to use the victim's name, not "body" or "the deceased."

12. Do not blame the victim in any way for what happened, even though he/she may have been fully or partially at fault.

13. Do not discount feelings (theirs or you own). Intense reactions are normal. Expect fight, flight, freezing, or other forms of regression. If someone goes into shock, have them lie down, elevate their feet, keep them warm, monitor breathing and pulse, and call for medical assistance.

14. Join the survivors in their grief without being overwhelmed by it. Do not use clichés. Helpful remarks are simple, direct, validate, normalize, assure, empower, express concern. Examples: "I'm so sorry." "Most people who have gone through this react similarly to what you are experiencing."

15. Answer all questions honestly (requires knowledge of the facts before you go). Do not give more detail than is asked for but be honest in your answers.

16. Offer to make phone calls (e.g., clergy, relatives, employer). Provide them with a list of the calls you make as they will have difficulty remembering what you have told them.

17. When a child is killed and one parent is at home, notify that parent, then offer to help them to notify the other parent.

18. Do not speak to the media.

19. Ascertain if an autopsy will be performed or if identification of the body is necessary. If identification is necessary, a BCSO Deputy will transport the next of kin to and from the morgue. Help prepare them by giving a physical description of the morgue. Tell them that _____ will look pale (because blood settles to the point of lowest gravity).

20. Do not leave survivors alone. Arrange for someone to come and wait until they arrive before leaving.

21. When leaving, let them know you will check back the next day to see how they are doing and ask if there is anything else you can do for them.

22. Call and/or visit again the next day. If the family does not want you to come, spend some time on the phone and re-express your willingness to answer all questions. They will probably have more questions than when they were first notified.

23. Let the survivor(s) know you care. The most beloved professionals and first responders are those who are willing to share the pain of loss. Attend the funeral, if possible, it will mean a great deal to the family and reinforces a positive image of your profession.

24. Know exactly how to access immediate medical or mental health care should family members experience a crisis reaction that is beyond your response capability.

25. Debrief your own personal reactions with another Chaplain or member of your personal clergy on a frequent and regular basis—Don't try to carry the emotional pain all by yourself, and don't let your emotions and the stress you naturally experience in empathizing with the bereaved build into a problem for you.

26. As soon as possible, relay the name of the deceased to the Senior Chaplain.

STANDARD OPERATING GUIDELINES
INCIDENT REPORT TEMPLATE

Current Date

Be sure to include the date on your report. Include the time of day or night that you received a text/page. The report should state the pertinent information of who, what, when, where, why, and how.

Email your incident report to the Sheriff, Chief Deputy, and Senior Chaplain and carbon-copy all other Law Enforcement Chaplains.

For the sake of institutional memory, it would be beneficial to print and collect all written reports in your Chaplain binder.

Include your name at the bottom of the report.

BCSO Chaplain

P.S.
Were there any lessons that you learned that would prove helpful to share for the good of the group? Remember to share your new insights at the next monthly meeting for the professional development of your fellow Chaplains.

STANDARD OPERATING GUIDELINES
RIDE-ALONGS

1. Ride alongs may be arranged by contacting the Operations Major.

2. The objectives: (a) Develop relationships with the Deputies.
   (b) Understand the role and life of law enforcement Officers.

3. Arrive early.

4. Your safety is now an additional responsibility of the Officer or crew that you are riding with, so follow their guidance.

5. Do not talk while the radio is transmitting or receiving.

6. Know the unit number in which you are riding.

7. Do not preach—you are a guest in their office.

8. Be open and listen.

9. Each ride should be for a minimum of four hours.

10. Chaplains are encouraged to participate in ride along' s on a quarterly basis.

CONTENTS OF CHAPLAIN 'GO BAG'

Boone County Sheriff's Office (BCSO) Chaplains are only a phone call away from being called to the scene of an emergency. Therefore, it is important they are prepared ahead of time for dealing with grieving individuals and/or families. The first segment of items would be good to keep close by while you are on-call. The second segment of items is essential to achieving the mission of the Chaplaincy. The third segment of items is non-essential but may prove beneficial as Chaplains minister to victims of tragedy.

- BCSO pager
- Chaplain Binder with SOGs
- BCSO uniform
- BCSO Credentials/ID
- BCSO Badge
- BCSO 'Official Business 'Vehicle Placard
- Reflective Vest *(REQUIRED FOR ALL ROADSIDE INCIDENTS)

- Personal BCSO Business Cards
- Grief Literature
- BCSO "Crisis Booklets"
- BCSO Notepads
- Stuffed Animals

- Bottled Water
- Additional Clothing
- Emergency Blanket(s)
- Kleenex Tissues
- Wet Hand Wipes
- Hand Sanitizer
- Hand Warmers
- Flashlight
- Cellphone charger

Original Document Approved: June 2015
Revised: February 2022

Sheriff — Date: 2/25/22

Operations Commander — Date: 2/25/2022

Senior Chaplain — Date: 2/25/2022

Senior Corrections Chaplain — Date: 2.25.2022

ACKNOWLEDGEMENT AND SIGNATURE

I acknowledge that I have received a copy of the Boone County Sheriff's Office (BCSO) Chaplaincy Handbook.

I have read and understand the contents of this handbook and will act in accordance with these policies and procedures as a condition of my voluntary employment with the BCSO.

I understand that if I have questions or concerns at any time about the handbook, the standards of conduct or Standard Operating Procedures, I will consult the Senior Chaplain, Deputy Senior Chaplain, Chief Deputy or Sheriff.

I also acknowledge that my voluntary employment along with any security clearance or privileges with the BCSO can be revoked or terminated at any time at the final discretion of the Sheriff.

Finally, I understand that the contents of this Chaplain handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the Chaplain handbook may change at any time.

Please read this Handbook carefully before you sign this document.

_____

Signature

_____

Printed Name

_____

Date

Evidence-Submission-Guidelines-2022.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Indiana State Department of Toxicology (ISDT)

Evidence Submission Guidelines

Toxicology Analysis Request (TAR)

Fill out sections 1-4 of the TAR completely and legibly. A link to a fillable electronic TAR is available on the ISDT website: https://www.in.gov/isdt/specimen-collection-and-submission/.

Section 1: Subject Information

The subject's first and last names should be listed and match the name/initials on the blood tubes. Testing will be delayed if the subject name is incomplete or does not match information on the tube(s).

Section 2: Submitting Agency

The submitting officer's first and last names should be listed (e.g., John Doe instead of J. Doe or Doe). Provide a regularly monitored email address. Provide the county of occurrence. If multiple agencies are involved in a case, list the investigating agency first. Additional agencies listed here will have access to the toxicology report(s). Indicate if a DRE and/or oral fluid test was performed.

Section 3: Tests Requested

All requests for analysis **must** be in writing. Indicate whether testing is requested for alcohol, drugs, or both. Testing will be delayed if neither box is checked. Identify drugs that you suspect in the case. Drugs included in ISDT's blood drug panel are listed at: https://www.in.gov/isdt/screen-and-confirmation/.

Section 4: Type of Case

Indicate the type of investigation. If the box for "Other" is checked, specify the type of case.

Section 5: Specimen Collection and Chain of Custody

This section is provided for your convenience and is not required to be completed.

Kit Submission

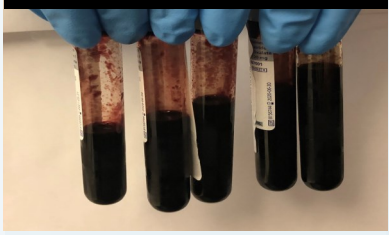
- ISDT tests ***only*** whole blood, serum, and plasma. Do **not** submit urine or other bodily fluids.
- Fill out blood tube labels completely and legibly (e.g., refrain from using gel pens or pens/markers that will smear).
- All tubes should be at least half full (~ 5mL). See images on right. If there is insufficient volume to complete the requested testing, you will be contacted for testing preferences.
- Blood tubes must be securely closed to prevent leaking. If tubes with temporary caps are submitted, make sure they are secured to prevent leaking.
- Secure blood tubes in the cardboard holder and place inside the plastic bag. Seal plastic bag with evidence tape so that nothing can be added to or removed from the bag. See images on right.
- Keep TAR clean and free of blood. Include completed TAR in kit box, but not inside the plastic bag.
- Initial and date evidence seals on the plastic bag and kit box.
- Do not submit additional documents such as hospital records, probable cause affidavit, search warrant, subject driver's license, etc. with the kit.
- Do not put any personal identifiable information (PII) such as subject name or date of birth on the outside of the kit box.
- Limit markings (e.g., case number) to the top side of the kit box. Do not make markings on multiple sides of the kit box or inside the box, except the kit box seal.

Requesting & Refurbishing Kits

- Email toxkits@isdt.in.gov and indicate the number of kits requested and whether the kits are to be picked up or shipped. If shipping is requested, provide a shipping address.
- Expired* kits that are unused, sealed and free of any outside markings or postage may be returned to ISDT to be refurbished.

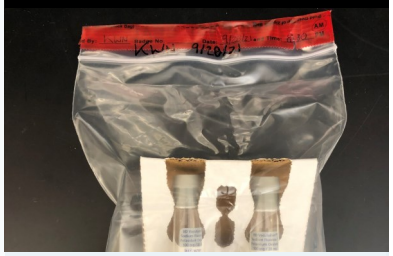
*The expiration date on the kit box refers to the vacuum in the blood tubes. The kit box may be used for specimen submission if the expired tubes are replaced with unexpired tubes. If unexpired tubes are not available, expired tubes may be submitted as long as sufficient volume is collected.

Sufficient Volume Tubes



Low Volume Tubes

Properly Sealed Secondary Container



Evidence Tape Fully Covering Opening

Improperly Sealed Secondary Containers

For questions, contact:
Analytical Lab Supervisor
(laboratory@isdt.in.gov)
(317)-921-5000 ext 1

FMLA (002).pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

0314 FAMILY MEDICAL LEAVE

Boone County will comply with the Family and Medical Leave Act and implement regulations as revised effective February 6, 2013. The County posts the mandatory FMLA Notice of Member Rights And Responsibilities Under the Family And Medical Act on the County's bulletin boards. At the time of hire, new members will be provided with this notice as part of their member orientation.

The purpose of this policy is to provide Members with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, Members will be afforded all rights required by law.

If Members have any questions, concerns, or disputes with this policy, they should contact the Office Manager.

A. General Provisions

Under this policy, the County will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) during a 12-month period to eligible Member.

The leave may be paid, unpaid or a combination of paid and unpaid leave, depending on the circumstances of the leave and as specified in this policy.

B. Eligibility

To qualify for leave under this policy, the Member must meet all of the following conditions:

1) The Member must have worked for the County for 12 months or 52 weeks. The 12 months or 52 weeks need not have been consecutive. Separate periods of employment will be counted, provided that the break in service does not exceed seven years.

Separate periods of employment will be counted if the break in service exceeds seven years due to National Guard or Reserve military service obligations or when there is a written agreement, stating the County’s intention to rehire the Member after the service break. For eligibility purposes, a Member will be considered to have been employed for an entire week even if the Member was on the payroll for only part of a week or if the Member is on leave during the week.

2) The Member must have worked at least 1,250 hours during the 12-month period immediately before the date when the leave is requested to commence. The principles established under the Fair Labor Standards Act (FLSA) determine the number of hours worked by a Member. The FLSA does not include time spent on paid or unpaid leave as hours worked. Consequently, these hours of leave will not be counted in determining the 1,250 hours eligibility test for a Member under FMLA.

C. Type of Leave Covered

To qualify as FMLA leave under this policy, the Member must be taking leave for one of the reasons listed below:

1) The birth of a child and in order to care for that child.

2) The placement of a child for adoption or foster care and to care for the newly placed child.

3) To care for a spouse, child or parent with a serious health condition (described below).

4) The serious health condition (described below) of the Member.

A Member may take leave because of a serious health condition that makes the Member unable to perform the functions of the Member's position.

A serious health condition is defined as a condition that requires inpatient care at a hospital, hospice or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care or a condition that requires continuing care by a licensed health care provider.

This policy covers illnesses of a serious and long-term nature, resulting in recurring or lengthy absences. This policy also covers illnesses or injuries that are either work related or non-work related. Generally, a chronic or long-term health condition that would result in a period of three (3) consecutive days of incapacity with the first visit to the health care provider within seven (7) days of the onset of the incapacity and a second visit within thirty (30) days of the incapacity would be considered a serious health condition. For chronic conditions requiring periodic health care visits for treatment, such visits must take place at least twice a year.

Members with questions about what illnesses are covered under this FMLA policy or under the County's Sick Leave Benefits policy are encouraged to consult with the Sheriff’s Office HR.

If a Member takes sick leave for a condition that progresses into a serious health condition and the Member requests unpaid leave as provided under this policy, the County may designate all or some portion of related leave taken as leave under this policy, to the extent that the earlier leave meets the necessary qualifications.

5) Qualifying exigency leave for families of members of the National Guard or Reserves or of a regular component of the Armed Forces when the covered military member is on covered active duty or called to covered active duty.

A Member whose spouse, son, daughter, or parent either has been notified of an impending call or order to covered active military duty or who is already on covered active duty may take up to 12 weeks of leave for reasons related to or affected by the family member’s call-up or service. The qualifying exigency must be one of the following:

a. short-notice deployment.

b. military events and activities,

c. child care and school activities,

d. financial and legal arrangements,

e. counseling,

f. rest and recuperation,

g. post-deployment activities and

h. additional activities that arise out of active duty, provided that the County and the Member agree, including agreement on timing and duration of the leave.

Eligible Members are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on active duty for which he or she is undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list. Eligible Members may not take leave under this provision to care for former members of the Armed Forces, former members of the National Guard and Reserves, and members on the permanent disability retired list.

In order to care for a covered service member, an eligible Member must be the spouse, son, daughter, or parent, or next of kin of a covered service member.

a) A “son or daughter of a covered service member” means the covered service member's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered service member stood in loco parentis, and who is of any age.

b) A “parent of a covered service member” means a covered service member's biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered service member. This term does not include parents “in law.”

c) Under the FMLA, a “spouse” means a husband or wife as defined under the law in the state where the Member resides.

d) The “next of kin of a covered service member” is the nearest blood relative, other than the covered service member's spouse, parent, son, or daughter, in the following order of priority: blood relatives who have been granted legal custody of the service member by court decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

When no such designation is made, and there are multiple family members with the same level of relationship to the covered service member, all such family members shall be considered the covered service member's next of kin and may take FMLA leave to provide care to the covered service member, either consecutively or simultaneously. When such designation has been made, the designated individual shall be deemed to be the covered service member's only next of kin. For example, if a covered service member has three siblings and has not designated a blood relative to provide care, all three siblings would be considered the covered service member's next of kin.

Alternatively, where a covered service member has a sibling(s) and designates a cousin as his or her next of kin for FMLA purposes, then only the designated cousin is eligible as the covered service member's next of kin. The County is permitted to require a Member to provide confirmation of covered family relationship to the covered service member pursuant to § 825.122(j).

“Covered active duty” means:

(a) “Covered active duty” for members of a regular component of the Armed Forces means duty during deployment of the member with the Armed Forces to a foreign country.

(b) “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member with the Armed Forces to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of title 10, United States Code. (a) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and:

The leave may commence as soon as the individual receives the call-up notice. (son or daughter for this type of FMLA leave is defined the same as for child for other types of FMLA leave except that the person does not have to be a minor.) This type of leave would be counted toward the Member's 12-week maximum of FMLA leave in a 12-month period.

6) Military caregiver leave (also known as covered service member leave) to care for an injured or ill service member or veteran.

A Member whose son, daughter, parent or next of kin is a covered service member may take up to 26 weeks in a single 12-month period to take care of leave to care for that service member.

Next of kin is defined as the closest blood relative of the injured or recovering service member.

The term “covered service member” means:

(a) a member of the Armed Forces (including a member of the National Guard or Reserves) who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or

(b) a veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of 5 years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

The term “serious injury or illness means:

(a) in the case of a member of the Armed Forces (including a member of the National Guard or Reserves), means an injury or illness that was incurred by the member in line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and

(b) in the case of a veteran who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during a period when the person was a covered service member, means a qualifying (as defined by the Secretary of Labor) injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

(c) Outpatient status, with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

D. Amount of Leave

An eligible Member can take up to 12 weeks for the FMLA circumstances (1) through (5) above under this policy during any 12-month period. The County will measure the 12-month period as a 12-month period measured forward from the date a Member uses any leave under this policy. Each time a Member takes leave, the County will compute the amount of leave the Member has taken under this policy in the preceding months starting with the initial date of leave and subtract it from the 12 weeks of available leave. The balance remaining is the amount the Member is entitled to take at that time.

An eligible Member can take up to 26 weeks for the FMLA circumstance (6) above (military caregiver leave) during a single 12-month period. For this military caregiver leave, the County will measure the 12-month period as a 12-month period measured forward. FMLA leave already taken for other FMLA circumstances will be deducted from the total of 26 weeks available.

If a husband and wife both work for the County and each wishes to take leave for the birth of a child, adoption or placement of a child in foster care, or to care for a parent (but not a parent "in-law") with a serious health condition, the husband and wife may only take a combined total of 12 weeks of leave. If a husband and wife both work for the County and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

E. Member Status and Benefits During Leave

While a Member is on leave, the County will continue the Member's health benefits during the leave period at the same level and under the same conditions as if the Member had continued to work.

Under current County policy, the Member pays a portion of the health care premium. While on paid leave, the County will continue to make payroll deductions to collect the Member's share of the premium.

While on unpaid leave, the Member must continue to make this payment, either in person or by mail. The payment must be received in the Auditor's office no later than the Member's regularly scheduled pay day.

If the Member is unable to pay their portion of benefit costs, the Member will be required to reimburse the County for all payments made on the Member's behalf either through payroll deduction or direct payment.

If the Member fails to return to work, the County will recover from the Member its share of all premiums paid on the Member's behalf during the leave. Arrangements for repayment can be made with the approval of the Board of Commissioners.

If the Member contributes to any other benefit plans, the County will continue making payroll deductions while the Member is on paid leave. While the Member is on unpaid leave, the Member may request continuation of such benefits and pay his or her portion of the premiums, or the County may elect to maintain such benefits during the leave and pay the Member’s share of the premium payments. If the Member does not continue these payments, the County may discontinue coverage during the leave. If the County maintains coverage, the County may recover the costs incurred for paying the Member’s share of any premiums, whether or not the Member returns to work.

F. Member Status After Leave

A Member who takes leave under this policy may be asked to provide a fitness for duty (FFD) clearance from the health care provider. This requirement will be included in the County’s response to the FMLA request. Generally, a Member who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The position will be the same or one which is virtually identical in terms of pay, benefits and working conditions.

G. Use of Paid and Unpaid Leave

Members going on FMLA, whether continuous or intermittent, will be required to use fifty (50) percent of their PTO balance as of the commencement date of their leave. Members may elect to use their remaining PTO prior to going on unpaid leave. Members on approved FMLA shall continue to accrue PTO while on leave.

Refer to Maternity Leave Policy

Worker’s compensation leaves, to the extent that it qualifies, will be designated as FMLA leave and will run concurrently with FMLA.

A member who is using military FMLA leave for qualifying exigency will be required to use fifty (50) percent of their PTO. Members may elect to use their remaining PTO prior to going on unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The Member may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hours schedule.

In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The County may temporarily transfer a Member to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the Member or the Member's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the County and the Member must mutually agree to the schedule before the Member may take the leave intermittently or work a reduced hours schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the Member is taking leave for a serious health condition or because of the serious health condition of a family member, the Member should try to reach agreement with the County before taking intermittent leave or working a reduced hours schedule. If this is not possible, then the Member must prove that the use of the leave is medically necessary.

I. Certification for the Member’s Serious Health Condition

The County will require certification for the Member's serious health condition. The Member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Member’s Serious Health Condition.

The County may directly contact the Member's health care provider for verification or clarification purposes using the designated leave administrator. The County will not use the Member's direct supervisor for this contact. Before the County makes this direct contact with the health care provider, the Member will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the County will obtain the Member's permission for clarification of individually identifiable health information.

The County has the right to ask for a second opinion if it has reason to doubt the certification. The County will pay for the Member to get a certification from a second doctor, which the

County will select. The County may deny FMLA leave to a Member who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third doctor.

The County and the Member will mutually select the third doctor, and the County will pay for the opinion. This third opinion will be considered final. The Member will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The County will require certification for the family member's serious health condition. The Member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The County may directly contact the Member's family member's health care provider for verification or clarification purposes using the designated leave administrator. The County will not use the Member's direct supervisor for this contact. Before the County makes this direct contact with the health care provider, the Member will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the County will obtain the Member's family member's permission for clarification of individually identifiable health information.

The County has the right to ask for a second opinion if it has reason to doubt the certification. The County will pay for the Member's family member to get a certification from a second doctor, which the County will select. The County may deny FMLA leave to a Member whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

If it is necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third doctor. The County and the Member will mutually select the third doctor, and the County will pay for the opinion. This third opinion will be considered final. The Member will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The County will require certification of the qualifying exigency for military family leave. The Member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The County will require certification for the serious injury or illness of the covered service member. The Member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.

M. Recertification
The County may request recertification for the serious health condition of the Member or the Member' family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the County receives information casting doubt on the reason given for the absence, or if the Member seeks an extension of his or her leave. Otherwise, the County may request recertification for the serious health condition of the Member or the Member's family member every six months in connection with an FMLA absence.

The County may provide the Member's health care provider with the Member's attendance records and ask whether need for leave is consistent with the Member's serious health condition.

N. Procedure for Requesting FMLA Leave
All Members requesting FMLA leave must provide verbal or written notice of the need for the leave to the Office Manager. Within five business days after the Member has provided this notice, the Office Manager will complete and provide the Member with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the Member must provide the County with at least 30 days' notice. When a Member becomes aware of a need for FMLA leave less than 30 days in advance, the Member must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the Member must comply with the County usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave
Within five business days after the Member has submitted the appropriate certification form, the Office Manager will complete and provide the Member with a written response to the Member's request for FMLA leave using the DOL Designation Notice.

P. Intent to Return to Work From FMLA Leave
On a basis that does not discriminate against Members on FMLA leave, the County may require a Member on FMLA leave to report periodically on the Member's status and intent to return to work. Members who do not return to work following the use of all paid and unpaid leave as described above may, subject to approval by the Sheriff be terminated as an active Member.

MATERNITY BENEFITS
Maternity benefits related to FMLA leave for the reasons listed below, the mother or father will be eligible for two (2) weeks at full pay and four (4) weeks at half pay. Following that, the parent(s) will then be required to use fifty (50) percent of their PTO. Members may elect to use their remaining PTO prior to going on unpaid leave.

1) The birth of a child and in order to care for that child.
2) The placement of a child for adoption or foster care and to care for the newly placed child.
Refer to section G of the Family Medical Leave Act policy

Member going on FMLA, whether continued

For FMLA related to job protected reasons one (1) and two (2) in section C above, the mother or father will be eligible for two (2) weeks at full pay and four (4) weeks at half pay. Following that, the parent(s) will then be required to use (1) personal time off, before taking unpaid leave.

Workers' compensation leave, to the extent that it qualifies, will be designated as FMLA leave and will run concurrently with FMLA.

A Member who is using military FMLA leave for a qualifying exigency will be required to use (1) personal time off, before taking unpaid leave. A Member using FMLA military caregiver leave must also use (1) personal time off before taking unpaid leave.

H. Intermittent Leave or a Reduced Work Schedule

The Member may take FMLA leave in 12 consecutive weeks, may use the leave intermittently (take a day periodically when needed over the year) or, under certain circumstances, may use the leave to reduce the workweek or workday, resulting in a reduced hours schedule.

In all cases, the leave may not exceed a total of 12 workweeks (or 26 workweeks to care for an injured or ill service member over a 12-month period).

The County may temporarily transfer a Member to an available alternative position with equivalent pay and benefits if the alternative position would better accommodate the intermittent or reduced schedule, in instances of when leave for the Member or the Member's family member is foreseeable and for planned medical treatment, including recovery from a serious health condition or to care for a child after birth, or placement for adoption or foster care.

For the birth, adoption or foster care of a child, the County and the Member must mutually agree to the schedule before the Member may take the leave intermittently or work a reduced hours schedule. Leave for birth, adoption or foster care of a child must be taken within one year of the birth or placement of the child.

If the Member is taking leave for a serious health condition or because of the serious health condition of a family member, the Member should try to reach agreement with the County before taking intermittent leave or working a reduced hours schedule. If this is not possible, then the Member must prove that the use of the leave is medically necessary.

I. Certification for the Member’s Serious Health Condition

The County will require certification for the Member's serious health condition. The Member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Member’s Serious Health Condition.

The County may directly contact the Member's health care provider for verification or clarification purposes using the designated leave administrator. The County will not use the Member's direct supervisor for this contact. Before the County makes this direct contact with the health care provider, the Member will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the County will obtain the Member's permission for clarification of individually identifiable health information.

The County has the right to ask for a second opinion if it has reason to doubt the certification. The County will pay for the Member to get a certification from a second doctor, which the County will select. The County may deny FMLA leave to a Member who refuses to release relevant medical records to the health care provider designated to provide a second or third opinion. If necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third doctor.

The County and the Member will mutually select the third doctor, and the County will pay for the opinion. This third opinion will be considered final. The Member will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

J. Certification for the Family Member's Serious Health Condition

The County will require certification for the family member's serious health condition. The Member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. Medical certification will be provided using the DOL Certification of Health Care Provider for Family Member's Serious Health Condition.

The County may directly contact the Member's family member's health care provider for verification or clarification purposes using the designated leave administrator. The County will not use the Member's direct supervisor for this contact. Before the County makes this direct contact with the health care provider, the Member will be a given an opportunity to resolve any deficiencies in the medical certification. In compliance with HIPAA Medical Privacy Rules, the County will obtain the Member's family member's permission for clarification of individually identifiable health information.

The County has the right to ask for a second opinion if it has reason to doubt the certification. The County will pay for the Member's family member to get a certification from a second doctor, which the County will select. The County may deny FMLA leave to a Member whose family member refuses to release relevant medical records to the health care provider designated to provide a second or third opinion.

If it is necessary to resolve a conflict between the original certification and the second opinion, the County will require the opinion of a third doctor. The County and the Member will mutually select the third doctor, and the County will pay for the opinion. This third opinion will be considered final. The Member will be provisionally entitled to leave and benefits under the FMLA pending the second and/or third opinion.

K. Certification of Qualifying Exigency for Military Family Leave

The County will require certification of the qualifying exigency for military family leave. The Member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification of Qualifying Exigency for Military Family Leave.

L. Certification for Serious Injury or Illness of Covered Service member for Military Family Leave

The County will require certification for the serious injury or illness of the covered service member. The Member must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of continuation of leave. This certification will be provided using the DOL Certification for Serious Injury or Illness of Covered Service member.

M. Recertification

The County may request recertification for the serious health condition of the Member or the Member' family member no more frequently than every 30 days and only when circumstances have changed significantly, or if the County receives information casting doubt on the reason given for the absence, or if the Member seeks an extension of his or her leave. Otherwise, the County may request recertification for the serious health condition of the Member or the Member's family member every six months in connection with an FMLA absence.

The County may provide the Member's health care provider with the Member's attendance records and ask whether need for leave is consistent with the Member's serious health condition.

N. Procedure for Requesting FMLA Leave

All Members requesting FMLA leave must provide verbal or written notice of the need for the leave to the Office Manager. Within five business days after the Member has provided this notice, the Office Manager will complete and provide the Member with the DOL Notice of Eligibility and Rights.

When the need for the leave is foreseeable, the Member must provide the County with at least 30 days' notice. When a Member becomes aware of a need for FMLA leave less than 30 days in advance, the Member must provide notice of the need for the leave either the same day or the next business day. When the need for FMLA leave is not foreseeable, the Member must comply with the County usual and customary notice and procedural requirements for requesting leave, absent unusual circumstances.

O. Designation of FMLA Leave

Within five business days after the Member has submitted the appropriate certification form, the Office Manager will complete and provide the Member with a written response to the Member's request for FMLA leave using the DOL Designation Notice.

P. Intent to Return to Work From FMLA Leave

On a basis that does not discriminate against Members on FMLA leave, the County may require a Member on FMLA leave to report periodically on the Member's status and intent to return to

work. Members who do not return to work following the use of all paid and unpaid leave as described above may, subject to approval by the Sheriff be terminated as an active Member.

BCSO Operations Plan.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

OPERATIONS PLAN

LEAD AGENCY: **CASE OFFICER:**
CASE # **DATE:** **TIME:**

1. **CRIME(S) INVOLVED:**

2. **TYPE OF OPERATION:**

3. **HAS TARGET/LOCATION BEEN DE-CONFLICTED:**

4. **TARGET(S):**

Name	Description

5. **LOCATIONS(S):**

Location (operation, target address, etc.)

6. **VEHICLE(S):**

Color	Year	Make	Model	Plate	Description

7. **SPECIAL PROBLEMS (WEAPONS, VIOLENCE, COUNTER SURVEILLANCE, ETC.):**

8. **BACKGROUND OF TARGET(S):**

9. **UC/CI INVOLVED? IF SO, PROVIDE DESCRIPTION (ID #, CLOTHING, VEHICLE, ETC.) OF UC/CI:**

10. **SPECIAL EQUIPMENT:**

EQUIPMENT		Assigned to:
RAM		
HALIGAN		
SHIELD		
DOG POLE		
CAMERA		
SEARCH KIT		

11. **ASSISTING UNITS AND ASSIGNMENTS (designate case officer, UC, cover teams, SW assignments):**

NAME	VEHICLE	UNIT #	CELL	ASSIGNMENT(S)

12. **BUST SIGNALS & HELP SIGNALS (VISUAL & VERBAL), IF APPLICABLE:**

13. **RADIO FREQUENCIES:**

PRIMARY	
SECONDARY	

14. **HOSPITAL (NAME & LOCATION):**

15. **EXTRACTION PLAN & ASSIGNMENTS (detailed rescue plan or arrest plan, if applicable):**

16. **CASE INSTRUCTIONS (complete scenario to include contingency plans):**

17. **APPROVAL:**

Supervisor:_____ **DATE :_____**

See additional attachments for: any photograph(s) of target(s); overhead maps of the operation location and/or target(s) residence; and any other pertinent information for assisting detectives.

Statement of Rights.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Best Practices for Investigation of Drinking Parties.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

MEMORANDUM ON BEST PRACTICES FOR INVESTIGATING DRINKING PARTIES

TO: **BCSO**

FROM: **Kent Eastwood**

RE: **Best Practices for the Investigation of Drinking Parties**

DATE: **December 14, 2011**

Since 2007, approximately one to two large (15 or more person) drinking parties have occurred in Boone County each year. The large majority of the individuals present at these parties are Juveniles or Suspects between 18 and 21 years of age. These parties normally result in charges of Illegal Consumption of Alcohol by a Minor, Illegal Possession of Alcohol by a Minor, and/or Juvenile Delinquency Petitions being filed against the Juvenile/Suspects involved.

Due to the very nature of the facts in these types of cases – large number of people involved, multiple law enforcement agencies involved, multiple officers/deputies, the house or facility layout in which the event takes place - these events can be difficult to process from a law enforcement perspective and ultimately prosecute unless certain steps are taken. Suspects charged in these matters generally take some sort of an offer; however depositions and trials might occur and have occurred in the past. In order to assist Local Law Enforcement in the investigation and obtaining a successful prosecution of these matters, we have developed the following "Best Practices" have been created. These "Best Practices" have been created after a review of the investigation and prosecution of past drinking parties along with a review of Judge Rebecca McClure's written order from one of these matters that went to trial which the defendant was found not guilty. This is intended to be an aid for you in your investigations.

A. LEARNING OF THE EVENT:

Law Enforcement upon learning that a drinking party is taking place should document how it received this information including, but not limited to the following: name of witness, location of party, who is involved if known, how did the witness learn of events (i.e. did the witness personally observe kids with alcohol, etc.).

B. ARRIVAL AT SCENE OF EVENT:

Upon arrival at the scene of the event, the Lead Agency should immediately note the time, place, location, and other conditions (i.e. multiple cars parked by event, individuals standing

OFFICE OF THE PROSECUTING ATTORNEY
20TH JUDICIAL CIRCUIT
BOONE COUNTY, INDIANA
103 Courthouse Square, Lebanon, Indiana 46052
Telephone: (765) 482-6860/Facsimile: (765) 483-4491
E-mail: tmeyer@co.boone.in.us

or loitering around event location, night time or day time; snow on the ground, individuals running upon sight of law enforcement etc.).

The initial law enforcement officer on the scene should then direct all activity until being relieved by either a supervisor and/or an Officer/Deputy of the Lead Agency.

C. ENTRY INTO EVENT LOCATION:

Law Enforcement needs to document how entry was made into the event location (which is usually a home) and the reasoning behind entry. Some reasons for entering into the event location could be one of the following:

1. **Exigent Circumstances** – an example of this would be that upon arriving you see in a location you have the right to be, someone who is in need of medical attention (i.e. you observe an individual facedown in what appears to be pool of vomit, etc.).
    i. *Remember* that if you enter under this reason, your entry is for the limited purpose of that reason,. Usually you may do a protective sweep to see if anyone else needs attention and for officer safety – this sweep is not an investigatory search of drawers or bags – you may make note of what you observe in plain view, but unless you receive consent, after the sweep, you should contact the prosecutor's office for a search warrant for any further search of the event location.
2. **Consent** – an example of this would be that upon arrival you make contact with the homeowner or someone in a position of authority or who appears to have authority, and you are given consent to enter the event location.
    i. *Remember* that if you enter under this reason, your consent to be in that location can be revoked; you may use your observations while there with consent as the basis for a search warrant at a later time.
3. **Warrant** – you may also use the information you have received along with your observations from either of the two above circumstances and/or other reliable information that has been corroborated in order to seek a search warrant.

<u>Remember</u>: However you enter the event location, you must document that entry; the reasoning behind the entry; and who made the entry, as you will be asked to account for it later.

D. STEPS TO TAKE AFTER ENTRY INTO LOCATION:

Upon entry into the event location, Officer/Deputies should make observations as to where individuals are and what if any items are around these individuals:

> i.e. Upon entry Officer/Deputy Insert Name, found two male suspects sitting on the couch in the living room of the house with what appears to be two bottles of Coors Light beer sitting on a coffee table in front of the two Suspects. These two Suspects were later identified as John Doe & John Smith.

i.e. Upon entry into the residence, Officer/Deputy Insert Name observed three individuals standing by a counter in the kitchen of the residence with what appeared to be a bottle of Wild Turkey within arms reach of each of the individuals. These individuals were later identified as Jane Doe, James Smith, and Judy Doe.

After all individuals have been found, Officers/Deputies should then begin to determine who is a juvenile and who is not. Juveniles should then be separated if possible into a separate room or location from all those who are over the age of 18.

The following section applies to both juveniles and those over 18:
At this time in the investigation, Officers/Deputies will begin some sort of process to determine if any of these individuals have consumed, or are under the influence of some sort of substance. This is most often done by using a Portable Breath Test Instrument (PBT). If using a PBT the following are the best practices in the implantation and usage of that device:

1. Identify the PBT Instrument(s) being used – which Officer and Agency do the PBT Instrument(s) belong too. Document this.
2. Identify whether or not the PBT Instruments have slope detectors or not.
3. Have two Officers per a PBT instrument, and Document who these Officers are.
4. Separate the Suspect if possible who is going to be given a PBT into a different location from the other individuals.
5. Have one officer PBT the Suspect
    a. While the Officer is administering the PBT, another Officer should be documenting the following: Name of Suspect, Age of Suspect, Result of PBT, Any signs of intoxication or use of alcohol/other substance that the Suspect is exhibiting (i.e. slurred speech, glassy bloodshot eyes, unstable balance, odor of alcoholic beverages coming from their person, vomit on their person, etc…).
        i. The observations of the second Officer/Deputy are crucial as the result of the PBT does not come into evidence and as both Judge McClure and the Indiana Court of Appeals has stated there, are other reasons that a person might test positive on a PBT than the actual consumption of an alcoholic beverage.
    b. Zero out the PBT that was used.
    c. Repeat this process until all Suspects have been administered a PBT.
        i. Document the length of time it took to complete this task on all Suspects.
        ii. Document how many Suspects were given a PBT test on each PBT that was used if more then one was used.
        iii. Document whether or not PBT instruments were rotated in and out during this testing process, and if PBT instruments were rotated, document which PBT was used on which Suspect.

.

6. Officers/Deputies should learn by talking to the other Officers/Deputies on scene if they have not already done so, where the Suspects were in relation to any alcoholic beverages or other substances that are found in the event location. This information should be documented.

Officers should photograph any containers of alcoholic beverages that are seen in the residence. It should be noted in the report whether or not pictures of the scene were taken. If alcoholic beverage containers were confiscated or any other item was confiscated as evidence it should be documented in the report.

It should be documented at that time who was released to their parents if any, and who was arrested and taken to jail.

Additionally, law enforcement should attempt to interview the party-goers to determine who provided the alcohol, who hosted, etc. Don't forget to Miranda the party-goers(18 and over) or seek permission from parents of those under 18.

D. TURNING THE CASE IN FOR PROSECUTORIAL REVIEW:

The Lead Agency in this matter should turn over one master report to Prosecutor's Office for review of charges. The master report should be a combination report of all of the actions taken by the law enforcement officers on the scene, and lay out the basic facts of what occurred, in addition to all of the elements pertaining to the crimes in which probable cause is being sought, and should contain all documented items or actions as were described above. The master report is what is submitted to the Court for the finding of probable cause. It should not be a report stapled together of each individual Officers/Deputies actions. The master report should be a narrative of what occurred. Submitting multiple reports only leads to confusion and loss of information. On top of this, the Court does not have the time in the mornings to review multiple reports from multiple officers regarding one singular incident.

The report should be written by a law enforcement officer from the Lead Agency who was involved in the matter. It is that designated person's responsibility to then acquire all the other reports from the assisting law enforcement officers or agencies involved and forward them to the BCPO. The supplements should detail what that individual officer did at the scene/investigation.

The master report should contain a list in the body of the report of all those arrested. The report should group juveniles with ages together and non-juvenile in another area and list their corresponding PBT results and any observations that were made by the officers pertaining to their state of either consumption of alcohol, possession of alcohol, or intoxication.

The writer of the master report should be available by phone for contact by the Reviewing Prosecutor Office for questions the day that the report is submitted for review to the Prosecutor's Office.

If pictures were taken at the scene they should be delivered to the Prosecutor's Office along with the master report or it should be noted that they are on their way.

If this matter resulted in or was first learned via a 911 call, then that information should be documented in the report. Then the BCPO will obtain that recording from dispatch.

E. CONCLUSION:

The Boone County Prosecutor's Office hopes that the information contained in this memorandum has been helpful and will assist you in your duties. If you have any questions or concerns, please do not hesitate to contact me.

Thank you,

Kent Eastwood
Chief Deputy
Boone County Prosecutors Office

Branch of Service.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Attribute Value by Value

Branch: BC Sheriff's Office Filter: All Demands: All Selected Values Only

Attribute **Branch of Service**

Value **Air Force**

Employee	Employee ID	Effective	Expires	Location	Activity	Notes
Bolin, Matthew E.	New HIre Corr 596					
Craig, Bob	BCP147					
Elder, Matthew	1215					
Zanker, Jeff	1164					

Value **Air Force Reserves**

Employee	Employee ID	Effective	Expires	Location	Activity	Notes
West, Adrian	1277					

Value **Army**

Employee	Employee ID	Effective	Expires	Location	Activity	Notes
Bonty, Austin	779					
Geyer, Eric	853					
Long, Tanner	763					
Ramey, Andrew	BCP418					Chaplain
Ray, Jeffrey	965					

Value **Army National Guard**

Employee	Employee ID	Effective	Expires	Location	Activity	Notes
Zuranski, Nick	941					

Value **Marines**

Employee	Employee ID	Effective	Expires	Location	Activity	Notes
McClaine, Jeremy	237					
Reid, Christopher Tyler	1238					
Zuranski, Nick	941					

Value **Navy**

Employee	Employee ID	Effective	Expires	Location	Activity	Notes
Bryant, Kolby	940					
Hedges, Ted	BCP449					Retired US Navy Chief Petty Officer
Vandyke, Brayden	1144					

Consent to Search Electronic or Storage Devices Form.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Boone County Sheriff's Office

CONSENT TO SEARCH ELECTRONIC DEVICES/STORAGE

DATE: _____ TIME: _____ LOCATION: _____

Advice of Rights

You are hereby informed that you have the following constitutional rights:

1. You have the right to require that a search warrant be obtained before any search of your electronic device or data storage media;
2. You have the right to refuse to consent to any such search;
3. You have the right to consult with an attorney prior to giving consent to any such search;
4. If you cannot afford an attorney, you have the right to have an attorney provided for you.

Consent

The above statement of my rights has been read to me and I am fully aware of those rights and do fully understand those rights. I am _____ years of age and I am signing this of my own free will.

I hereby consent to a search without a warrant by officers of the Boone County Sheriff's Office, other law enforcement agency, or civilian forensic examiner to search the following described electronic device or data storage media:

_____

_____

_____

a) Said search may include all data contained on the referenced electronic device or data storage media whether in files, tables, other data structures, or unallocated space.
b) Said search may include incidental production and examination of a duplicate hard disk drive or analysis files which contain all data on the referenced electronic device or data storage media, said duplicate files and data becoming the sole property of the Boone County Sheriff's Office or other law enforcement agency.
c) Said search may take an extended period of time, however this time normally does not exceed sixty (60) days from the time of consent.
d) Said search may reveal the device contains digital files which may be considered illegal to possess under Indiana law (IC § 35-42-4-4, et seq.). In the event that such files are recovered, the undersigned authorizes the Boone County Sheriff's Office to FACTORY RESET/DESTROY (please circle one) the device. The device owner shall be notified in a timely manner of this discovery and reminded of this signed waiver. Upon FACTORY RESET/DESTRUCTION (please circle one) the owner of the device shall sign a waiver of receipt and acknowledgement of FACTORY RESET/DESTRUCTION (please circle one) provided by the Boone County Sheriff's Office.

I hereby authorize those officers to seize any article, file, or digital evidence those officers or civilian examiner may deem as evidence or pertinent to their investigation.

This statement is being signed by me with full understanding of my rights and of my free will without any threats or promises having been made to me.

Signed: _____

I have read the Advice of Rights and Consent to _____ and he/she signed the Consent in my presence.

Officer Signature: _____ Date: _____

Consent To Search Electronic Devices Or Media

DIGITAL DEVICE

MAKE: _____ **MODEL:** _____

CARRIER: _____ **MOBILE #:**_____

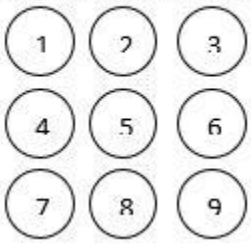
UNLOCK PIN/PASSWORD:_____

APPLICATION(s) OF INTEREST:_____

APP/HIDDEN/ENCRYPTION PASSWORDS:_____

_____

Draw Pattern Lock with Arrows



CSI Call Out Policy.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Call Out Policy

403.8.1 EVIDENCE TECHNICIAN CALL OUT

a. Requests for assistance of the Evidence Technician at the scene of an investigation is to be made by the On Duty Supervisor/OIC or Detective through the Boone County Communications Center.
    1. The criteria for an off duty call out of the Evidence Technician shall be as follows:
    2. Only for “major crimes” that require the need to document and collect significant amounts of physical evidence.
        a. Homicide
        b. Attempted murder/battery resulting in serious bodily injury
        c. Suicide/Suicide attempt (medics have transported but death can still occur)
        d. Overdose death
        e. Death investigation of any kind (any time the coroner is called)
        f. Mass casualty
        g. Violent intruder
        h. Explosions/Bombs
        i. Shooting/Stabbing
        j. Drowning/Near drowning
        k. Plane down
        l. Sex offense/Child abuse/Elder abuse
        m. Kidnapping
        n. Robbery/Burglary/Home invasion
        o. Residential entry
        p. Stolen vehicle recovery (Do not tow! Leave on scene where found, unless otherwise directed)
        q. Amount of drugs that would result in dealing charges.
        r. If you have more than 5 pieces of evidence that need collected on a traffic stop or scene.
        s. If you have more than 3 electronic devices that need collected on a traffic stop or scene.
        t. Search Warrant for vehicle or residence.
    3. Only traffic fatalities or crashes that may result in death which are being investigated by the Boone County Sheriff's Office and need large amounts of evidence collected.
    4. When requested by the OIC or Detective for collection of evidence at property and personal crimes.
    5. Only in regard to those investigations conducted by the Boone County Sheriff's Office or to assist other local law enforcement agencies, or the Boone County Coroner’s Office that do not have adequate resources of their own and the investigation meets the criteria described in sections above.

LETB Uniform Statewide Policy on Deadly Force.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

	LETB UNIFORM STATEWIDE POLICY	Agency Policy/General Order Number:
	Subject: Deadly Force	
	Effective: **January 1, 2024**	Revised: **August 22, 2023**

I. PURPOSE

In accordance with IC 5-2-1-1, the Law Enforcement Training Board hereby establishes this consistent and uniform statewide deadly force policy in order to ensure the public safety and general welfare of the people of the state of Indiana and to promote equity for all segments of society. This policy may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

II. POLICY

It is the policy of the LETB to value and preserve the sanctity of human life. Law enforcement officers shall only use force, non-deadly or deadly, in compliance with the law, this policy, and the Board established training program to further an enforcement action. Officers shall use only the force that is objectively reasonable, while protecting the safety of officers and others. Officers shall use only the level of force which a reasonably prudent officer would use under the same or similar circumstances.

III. DEFINITIONS

The following definitions correspond to terminology used within this policy and the statewide training program:

A. CHOKE HOLD (IC 35-41-3-3) – Applying pressure to the throat or neck of another person in a manner intended to obstruct the airway of the other person.

B. DEADLY FORCE (IC 35-31.5-2-85) – Force which creates a substantial risk of serious bodily injury.

C. DEADLY WEAPON (IC 35-31.5-2-86) – Means the following:

1. A loaded or unloaded firearm.

2. A destructive device, weapon, device, taser (as defined in IC 35-47-8-3) or electronic stun weapon (as defined in IC 35-47-8-1), equipment, chemical substance, or other material that in the manner it is used; could ordinarily be used; is intended to be used; is readily capable of causing serious bodily injury.

3. An animal (as defined in IC 35-46-3-3) which is readily capable of causing serious bodily injury, and which is used in the commission or attempted commission of a crime.

4. A biological disease, virus or organism which is capable of causing serious bodily injury.

5. The term does not include:

   a. a taser (as defined in IC 35-47-8-3);

   b. an electronic stun weapon (as defined in IC 35-47-8-1);

   c. a chemical designed to temporarily incapacitate a person; or

   d. another device designed to temporarily incapacitate a person;

   if the device described in subdivisions (a) through (d) is used by a law enforcement officer who has been trained in the use of the device and who uses the device in accordance with the law enforcement officer's training and while lawfully engaged in the execution of official duties.

D. DE-ESCALATION – Actions taken in an attempt to stabilize the situation in an effort to reduce or eliminate the necessity of using force against subjects.

E. FORCIBLE FELONY - a felony that involves the use or threat of force against a human being in which there is imminent danger of serious bodily injury to a human being.

F. RESISTANCE –

1. PASSIVE RESISTANCE - a non-forcible act that is intended to impede, hinder, or delay complying with a lawful order or effecting an arrest (e.g., "going limp," "dead weight," ignoring a lawful command, or holding on to something while disobeying verbal orders to release, wherein no force is directed toward the officer).

2. ACTIVE RESISTANCE – a physical action(s) that prevent(s) an officer from being able to lawfully exercise their duties (e.g., subject walking away after being told to stop, subject fleeing from arrest, or subject tensing/pulling away/breaking officer's grip involving force demonstrated by the individual's use of power, strength, or violence directed at or against the officer).

   Passive resistance may turn into active resistance. For example, holding onto a steering wheel is passive resistance; however, if an officer attempts to remove the hands and the subject reacts by tensing or pulling away using power, strength, or violence, then this becomes active resistance.

3. FORCIBLE RESISTANCE - the use or imminent use of force (non-deadly or

deadly) directed toward an officer which interferes with the law enforcement officer's rightful exercise of their duties (e.g., hitting, punching, use of instruments or weapons).

G. SERIOUS BODILY INJURY (IC 35-31.5-2-292) – Impairment of physical condition which creates a substantial risk of death or causes serious permanent disfigurement, unconsciousness, extreme pain, permanent or protracted loss or impairment of the function of a bodily member or organ, or loss of a fetus.

IV. PROCEDURE

A. De-escalation: an officer shall attempt to engage in de-escalation prior to using force when safe and feasible to do so.

B. Officers shall only use police vehicles as a weapon in situations where deadly force is allowed by law.

However, use of a precision immobilization technique (PIT) maneuver, when used in accordance with agency, department or office training guidelines, is not considered deadly force.

C. Officers shall not:

1. Discharge any warning shot. The objectively reasonable discharge of a firearm in the direction of an individual, against whom deadly force is allowed by law, with the intent to assist an officer or third-party who is in imminent danger, is not considered a warning shot;

2. Discharge a firearm at or from a vehicle except in situations where deadly force is allowed by law;

3. Use force against a person who is merely verbally abusive; or

4. Use a choke hold except in situations where deadly force is allowed by law.

D. Use of Force:

1. A law enforcement officer is justified in using reasonable force if the officer reasonably believes that the force is necessary to enforce a criminal law or to effect a lawful arrest.

2. A law enforcement officer is justified in using reasonable force against any other person to protect the person or a third person from what the officer reasonably believes to be the imminent use of unlawful force.

3. A law enforcement officer is justified in using deadly force if the officer has probable cause to believe that deadly force is necessary to prevent the imminent threat of serious bodily injury to the officer or a third person or the commission of a forcible felony.

4. A law enforcement officer who has an arrested person in custody is justified in using the same force to prevent the escape of the arrested person from custody that the officer would be justified in using if the officer was arresting that person.

5. The use of deadly force against persons by officers relating to arrest or escape shall be restricted to the following:

    a. The officer has probable cause to believe that the deadly force is necessary:

        i. to prevent the commission of a forcible felony; or

        ii. to effect an arrest of a person who the officer has probable cause to believe poses an imminent threat of serious bodily injury to the officer or a third person; and

        iii. has given a warning, if feasible, to the person against whom the deadly force is to be used.

    b. An officer who has an arrested person in custody is justified in using deadly force to prevent the escape of the arrested person from custody only if the officer:

        i. Has probable cause to believe deadly force is necessary to prevent the escape from custody of a person who the officer has probable cause to believe poses an imminent threat of serious bodily injury to the officer or a third person; and

        ii. Has given a warning, if feasible, to the person against whom the deadly force is to be used.

    c. A guard or other official in a penal facility or a law enforcement officer is justified in using reasonable force, including deadly force, if the officer has probable cause to believe that the force is necessary to prevent the escape of a person who is detained in the penal facility.

E. Duty to Intervene:

1. A law enforcement officer who is present and observes another officer using force that the officer has reason to know is excessive under the circumstances shall have a duty to intervene when it is safe and feasible to do so.

2. Law enforcement officers who intervene shall immediately report the incident to a

supervisor or commanding officer.

F. Each law enforcement officer involved in a use of force incident shall:

1. Cease using force when the subject is properly secured, provided that the subject has stopped any active or forcible resistance; and

2. If needed, as soon as safe and practical, provide appropriate medical aid (e.g. first aid, CPR, or activation of available EMS) after any use of force.

3. Complete the appropriate report(s) and/or notifications in accordance with agency, department or office reporting policies and procedures. However, if the use of force incident involves serious bodily injury or death, the officer shall immediately notify a supervisor, or the appropriate command personnel of the agency, department or office.

V. ANNUAL TRAINING

The uniform statewide deadly force policy and corresponding training program shall be reviewed annually during the mandatory in-service training adopted by the Law Enforcement Training Board.

02-Minimum-Standards-for-Vehicle-Pursuits-11.7.22.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

A Resolution to Establish a
Uniform Statewide Policy
on Minimum Standards for Vehicle Pursuits
R2022-13

Be it resolved by the Law Enforcement Training Board that:

1. The Law Enforcement Training Board ("LETB") adopts statewide minimum standards for vehicle pursuits pursuant to IC 5-2-1-9.

2. The LETB hereby establishes the effective date of the attached LETB Uniform Statewide Policy on Vehicle Pursuits as January 1, 2023.

3. The LETB Uniform Statewide Policy on Vehicle Pursuits must be incorporated into the policies, procedures, rules, and/or general orders of all Indiana law enforcement agencies, offices, and departments no later than January 1, 2023.

4. The Indiana Law Enforcement Academy ("ILEA") shall create a program to educate Indiana law enforcement officers on the LETB Uniform Statewide Policy on Vehicle Pursuits prior to the effective date of January 1, 2023.

5. ILEA shall submit the LETB Uniform Statewide Policy on Vehicle Pursuits to CALEA and ILEAC on behalf of all Indiana law enforcement agencies, offices, and departments.

Passed and adopted on this 7th day of November, 2022.

Douglas Carter
Chairman
Law Enforcement Training Board

ATTEST: Janice Hardwick
Janice Hardwick
Secretary

	LETB UNIFORM STATEWIDE POLICY	Agency Policy/General Order Number:
	Subject: Vehicle Pursuits – Minimum Standards	
	Effective: **January 1, 2023**	Revised: **November 7, 2022**

I. PURPOSE

Establish uniform statewide minimum standards for vehicle pursuits consistent with state and federal law.

II. POLICY

Indiana law enforcement agencies, departments and offices shall adopt this uniform statewide policy and incorporate it into the policies, procedures, rules, or general orders of the agency, department or office. This policy is to be used in conjunction with all relevant general orders, policies, procedures, regulations, and rules of the agency, department or office.

Law enforcement officers operating an authorized emergency vehicle shall operate the vehicle in a safe, lawful and prudent manner regardless of the employee's duty status. No officer shall fail to use due regard while operating or using an authorized emergency vehicle.

III. DEFINITIONS

A. Authorized emergency vehicle – Vehicles operated by a police agency, department or office, or the Department of Corrections, that are designated and used as an authorized emergency vehicle in accordance with IC 9-21-20 and properly equipped with red and blue signal lamps and/or a siren, whistle or bell as required/permitted by IC 9-19.

B. Emergency Driving – In compliance with IC 9-21-1-8, the person who drives an authorized emergency vehicle when the vehicle is using audible or visual signals, as required by law and who is responding to an emergency call or fire, or who is in the pursuit of an actual or suspected violator of the law.

C. Lawful Intervention Technique – A method by which law enforcement officers, including pursuing authorized emergency vehicles, cause, or attempt to cause, a fleeing motor vehicle to stop (see IC 9-21-1-0.5). The term includes a precision immobilization technique (PIT) maneuver.

D. Paralleling - When officers, not directly involved in a pursuit or a failure to yield situation, are traveling in the same direction or on an intercept course with the intent to be in a position to assist. Officers paralleling a pursuit are considered part of the pursuit, regardless of their proximity to the pursuit. Paralleling must be done with due regard for the safety of all persons.

E. PIT (Precision Immobilization Technique) - A technique used by a trained law enforcement officer operating an authorized emergency vehicle to make contact at controlled speeds with the violator vehicle being pursued in order to push the rear of the violator vehicle to the point it spins causing the violator vehicle to stop.

F. Primary Officer – The officer(s) in the lead police vehicle during a pursuit.

G. Pursuit (Vehicle) - Pursuing or following a person who knowingly or intentionally flees from a law enforcement officer after an officer has been identified, by visible or audible means and ordered the person to stop with intent to detain, apprehend or arrest. This also includes any officer who is trailing the pursuit or attempting to enter the pursuit regardless of proximity to it.

H. Termination (of a pursuit) – When an involved officer either voluntarily stops pursuing a vehicle, or is ordered to stop pursuing a vehicle, and complies with the procedures of termination in this uniform statewide policy.

IV. PURSUIT DRIVING

A. General Requirements:

1. Authorized personnel operating an authorized emergency vehicle shall engage emergency lights, and should engage the siren as appropriate, when participating in a pursuit. The Primary Officer in the pursuit shall engage emergency lights and siren.

2. Consideration for the risk to public safety is the primary concern when personnel initiate or assist in any vehicle pursuit. Officers shall use their discretion, within the guidelines of this procedure, when initiating or assisting in a pursuit. Involved officers and commanders shall continually evaluate the situation and should terminate the pursuit when the totality of the risks to the public's safety clearly outweighs the need for immediate apprehension.

B. Legal Requirements:

1. In compliance with IC 9-21-1-8, the person who drives an authorized emergency vehicle when the vehicle is using audible or visual signals, as required by law in the pursuit of an actual or suspected violator of the law, may:

   a. Park or stand, notwithstanding other provisions of IC 9-21;

   b. Proceed past a red or stop signal/stop sign, after slowing down as necessary for safe operation;

   c. Exceed the maximum speed limits if the operator does not endanger life or property; or

   d. Disregard regulations governing direction of movement or turning in specified directions.

2. The foregoing privileges do not relieve the person who drives an authorized emergency vehicle from the duty to drive with due regard for the safety of all persons nor shall such privileges protect the person who drives an authorized emergency vehicle from the consequences of the person's reckless disregard for the safety of others.

3. Personnel shall use due regard in all emergency/pursuit driving situations, as dictated by: roadway conditions; density of vehicular and/or pedestrian traffic; visibility; terrain; limitations of emergency equipment; and other relevant circumstances.

C. Vehicle Pursuits

1. A pursuit should not begin, nor should it be continued, when the need for immediate apprehension is very low and the totality of risk to public safety is very high.

2. Each officer shall consider the following prior to initiating, becoming involved, or continuing in a pursuit:

   a. The violation the person is known to have committed, is wanted for or suspected of;

   b. Imminent danger to the public based on the totality of the circumstances;

   c. Time of day;

   d. Officer's familiarity with the surroundings and population density;

   e. Potential danger if the offender is not apprehended immediately;

   f. Positive identification of the driver; and

   g. Other considerations, including but not limited to: vehicle and pedestrian traffic conditions; road conditions, visibility, terrain; speed and capability of the pursued vehicle; and limitations of emergency equipment and vehicles.

   h. All the above guidelines shall be continually evaluated throughout the duration of the pursuit.

   i. If a pursuit is terminated or concludes with the apprehension of the vehicle/suspect, the procedures contained in section VIII. Termination of a Pursuit shall be adhered to.

3. If a marked authorized emergency vehicle joins the pursuit, officers operating motorcycles or unmarked vehicles shall relinquish the lead in a pursuit, when safe and feasible to do so, to the marked authorized emergency vehicle.

D. Assisting Officers, Duties and Responsibilities:

1. Any officer paralleling a pursuit is considered part of the pursuit (regardless of proximity to it).

2. Officers deploying tire deflation devices (successful or not), setting up roadblocks or applying lawful intervention techniques shall report these to the primary officer for documentation.

E. Communications:

1. When a vehicle pursuit has been initiated, the appropriate dispatch center shall be notified by radio.

2. The dispatch center initially receiving notification and information related to the pursuit, shall consider the following:

   a. Obtain, when safe and feasible to do so, the description of the suspect vehicle, suspect (if available), number of visible occupants, location, direction of travel and reason for the pursuit.

   b. Immediately rebroadcasting to dispatch, applicable Mutual Aid talk groups and other frequencies as needed, the description and current location of the pursued vehicle, and route of travel (if known) and any additional information as needed.

   c. Advise other units to hold all non-emergency radio transmissions.

   d. Use discretion and brevity in all radio transmissions.

   e. Upon termination of the pursuit and any subsequent related emergency, (e.g. vehicle crashes and foot pursuits) initiate a dispatch for resumption of routine radio traffic.

V. USE OF FORCE

A. Officers shall not:

1. Discharge a firearm at or from a vehicle except in situations where deadly force is allowed by law;

2. Use police vehicles as a weapon except in situations where deadly force is allowed by law.

VI. LAWFUL INTERVENTION TECHNIQUES

A. Roadblocks - roadblocks shall be setup as follows:

1. Emergency lighting shall be in operation on authorized emergency vehicles used as a stationary roadblock.

2. Authorized emergency vehicles used as stationary roadblocks shall not be occupied.

3. Privately owned vehicles shall not be commandeered to be used as a roadblock.

4. Roadblocks shall be set up where it will afford clear visibility to traffic in all directions.

5. Remove all vehicles and people not associated with the roadblock from the area.

6. Roadblocks must be positioned in such a location and manner that the suspect can see the roadblock and have sufficient time and distance to come to a stop prior to the roadblock.

7. Rolling roadblocks are not recommended, but they may be used in circumstances where it is necessary to protect a third party. Non-police vehicles shall not be used to conduct a rolling roadblock.

B. Tire Deflation Devices (TDD)

1. Authorized law enforcement personnel preparing to use TDD shall:

   a. Seek a proper place of cover/concealment from which to deploy the TDD;

   b. If possible, deploy the TDD as per the manufacturer's specifications across the path of the target vehicle;

   c. Take into consideration the totality of the circumstances in Section IV(C) prior to deploying TDD; and

   d. After deployment (successful or not) the deploying officer shall be responsible for gathering and securing (out of the roadway) the deployed device.

2. Tire deflation devices should not be used as a hand weapon.

C. Precision Immobilization Technique (PIT)

1. An officer may employ the PIT maneuver against a pursued vehicle to terminate a pursuit or prevent a pursued vehicle from continued operation under the following conditions:

   a. The officer has been trained and approved to conduct the PIT maneuver;

   b. In the judgment of the officer, the fleeing vehicle must be stopped immediately to safeguard life or preserve public safety;

   c. The officer takes into account the safety of the public, the occupants of

the fleeing vehicle and the officer involved;

d. The totality of the circumstances in Section IV(C); and

e. Is used in accordance with agency, department or office training guidelines.

2. Whenever possible, sufficient back-up officers should be available at the time the PIT maneuver is employed to prevent the violator (vehicle) from escaping after initially coming to rest.

3. When used in accordance with agency, department or office training guidelines, the PIT maneuver shall be considered a non-deadly use of force.

VII. TERMINATION OF A PURSUIT

A. Termination of a Pursuit:

1. The decision to terminate a pursuit can be made by either the Primary Officer or any supervisor or command personnel of the primary pursuing agency, department or office, including a duty officer. Additionally, each agency, department or office with involved officers may make an independent determination to end their officers' participation in the pursuit.

2. The pursuit shall be terminated when the totality of the risk to the public's safety clearly outweighs the need for immediate apprehension.

3. If the pursuit is terminated through the implementation of a lawful intervention technique, the Primary Officer shall immediately notify the primary dispatch center and the supervisor or command personnel of the primary pursuing agency, department or office.

4. If the pursuit involves an injury or death, the Primary Officer shall immediately notify the primary dispatch center and the supervisor or command personnel of the primary pursuing agency, department or office.

B. Termination with apprehension - officers shall (if possible or practicable):

1. Conduct a high-risk stop and should not rush the vehicle; and

2. Attempt to utilize an officer, other than the Primary Officer, to make the physical arrest or transport the suspect to jail.

C. Voluntary or ordered termination - officers shall immediately contact communications and advise:

1. All emergency equipment (lights and siren) has been deactivated;

2. Location where the pursuit was terminated;

3. The suspect's last known location, direction of travel; and

4. The officer's actions taken to terminate the pursuit (stationary, turned in the opposite direction, etc.).

VIII. PURSUITS INTO OTHER STATES

A. Pursuits that cross state lines shall only be made in accordance with the policies of the pursuing agency and the laws of the state that is being entered.

B. Upon apprehension, the pursued suspect(s) remain in the custody of the officer(s) of the other state until extradition is granted by the other state.

IX. ANNUAL TRAINING

This uniform statewide policy and any additional pursuit policies, procedures, regulations, and rules of the agency, department or office shall be reviewed annually during the mandatory in-service training adopted by the Law Enforcement Training Board.

BCSO Indemnification AgreementNEW.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Boone County Sheriff's Office

INDEMNIFICATION AGREEMENT

I hereby acknowledge that I have employed the below employee(s), of the Boone County Sheriff's Office, to perform services for the purposes of secondary employment.

I further agree to hold harmless and indemnify the County of Boone, its duly elected Sheriff, its officials and Merit Officers, and the members of the Boone County Sheriff's Office for any liability that may arise as the result of this employment. It is further agreed that _____will provide for the cost of defending any such action and further will pay any damage granted through the Courts.

I further acknowledge that this agreement will be binding on my successors and principles, and it is made with their knowledge of its direction and import.

Employer Signature_____

Printed_____

Business Name_____

Type of Work_____

Date_____

BCSO Employee Signature_____

Printed_____

Date_____

Approved by:

Signature_____

Printed_____

Date_____

Internal Notice Statement of Rights.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

APPENDIX C

Internal Investigation Notice and Statement of Rights

This notice and statement of rights is provided pursuant to Indiana Code 36-8-2.1-5. You are the subject of an internal investigation. You are hereby ordered to cooperate in all respects in the investigation. As part of the investigation you may be interviewed and questioned regarding the facts and circumstances under consideration by the Boone County Sheriff's Office

Prior to the commencement of any questioning, you are hereby advised as follows:

1. I wish to advise you that you are being questioned as part of an offical investigation of the Boone County Sheriffs Office. This investigation concerns:

_____

_____

_____

_____

2. You will be asked questions specifically, directly and narrowly related to the performance of your official duties as a _____ or concerning your fitness for duty as a _____ officer.

3. You have the constitutional right to not incriminate yourself.

4. Under no circumstances will your statements be used in any subsequent criminal court action against you.

5. However, factual information contained in the internal affairs file on this investigation, including your statement, is generally discoverable in civil rights litigation filed in federal or state court and may be used to impeach your testimony.

6. In addition, this factual information may be used in any criminal proceedings in which you are a witness.

7. I further wish to advise you that if you refuse to give a statement or answer questions relating to the performance of your official duties or fitness for duty, you will be subjected to departmental charges that could result in your dismissal from the Boone County Sheriffs Office.

I have read the above and understand it fully. I sign this statement having been advised of the above rights before any questions have been asked of me.

OFFICER SIGNATURE: _____

DATED: _____

INTERVIEWER: _____

_____ _____

Sheriff Mike Nielsen
Boone County Sheriff's Office

Date:

APPENDIX C

Internal Investigation Notice and Statement of Rights

This notice and statement of rights is provided pursuant to Indiana Code 36-8-2.1-5. You are the subject of an internal investigation. You are hereby ordered to cooperate in all respects in the investigation. As part of the investigation you may be interviewed and questioned regarding the facts and circumstances under consideration by the Boone County Sheriff's Office

Prior to the commencement of any questioning, you are hereby advised as follows:

1. I wish to advise you that you are being questioned as part of an official investigation of the Boone County Sheriff's Office. This investigation concerns:

_____

_____

_____

_____

2. You will be asked questions specifically, directly and narrowly related to the performance of your official duties as a _____ or concerning your fitness for duty as a _____ officer.

3. You have the constitutional right to not incriminate yourself.

4. Under no circumstances will your statements be used in any subsequent criminal court action against you.

5. However, factual information contained in the internal affairs file on this investigation, including your statement, is generally discoverable in civil rights litigation filed in federal or state court and may be used to impeach your testimony.

6. In addition, this factual information may be used in any criminal proceedings in which you are a witness.

7. I further wish to advise you that if you refuse to give a statement or answer questions relating to the performance of your official duties or fitness for duty, you will be subjected to departmental charges that could result in your dismissal from the Boone County Sheriff's Office.

I have read the above and understand it fully. I sign this statement having been advised of the above rights before any questions have been asked of me.

OFFICER SIGNATURE: _____

DATED: _____

INTERVIEWER: _____

_____ _____

Sheriff Tony Harris
Boone County Sheriff's Office

Date:

PTO 2024.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

(Based on 35 Hour Work Week – 7 Hours a Day)

Length of Service	35 Hours Accrual Factor	35 Hours Annual PTO	Max Accrual of Hours
0-4 Years	9	223	420
5-11 Years	10	260	420
12-19 Years	11	286	420
20-29 Years	13	338	420
30+ Years	14	364	420

(Based on 40 Hour Work Week – 8 Hours a Day)

Length of Service	40 Hours Accrual Factor	40 Hours Annual PTO	Max Accrual of Hours
0-4 Years	10	260	480
5-11 Years	11	286	480
12-19 Years	13	338	480
20-29 Years	14	364	480
30+ Years	16	416	480

(Based on 42 Hour Work Week – 12 Hours a Day)

Length of Service	42 Hours Accrual Factor	42 Hours Annual PTO	Max Accrual of Hours
0-4 Years	14	364	504
5-11 Years	16	416	504
12-19 Years	18	468	504
20-29 Years	19	494	504
30+ Years	21	546	504

(Based on 42.5 Hour Work Week – 8.5 Hours a Day)

Length of Service	42.5 Hours Accrual Factor	42.5 Hours Annual PTO	Max Accrual of Hours
0-4 Years	10	260	510
5-11 Years	12	312	510
12-19 Years	14	364	510
20-29 Years	15	390	510
30+ Years	17	442	510

Warrant service matrix.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Boone Co. Sheriff Office Warrant Service Matrix

Check only one block in each of the six applicable categories. The block checked should be the highest number that applies to that category.

Facts	X	Points	Score
(1) Search Warrants			
Search warrant is for evidence of property crime only		2	
Search warrant is for narcotics		4	
Search warrant is for evidence of crime against person(s)		5	
Search warrant is for evidence of violent crime against person(s)		10	
Search warrant is for weapons of mass destruction		25	
(2) Arrest Warrants			
Arrest warrant is for property crimes only		2	
Arrest warrant is for drug possession		3	
Arrest warrant is for crime against person(s)		5	
Arrest warrant is for drug dealing/distribution		8	
(3) Suspect Information			
Subject of warrant has property crime history only		2	
Subject of warrant has history of crime against persons		4	
Subject of warrant has made statements regarding resisting apprehension/search		6	
Subject of warrant has history arrest/involvement of drug/narcotics		7	
Subject of warrant has history of assault or resisting arrest offenses against police		10	
Subject of warrant has violent criminal history		15	
Subject of warrant fired a firearm during the commission of the crime for which the warrant is being served		25	
(4) Forced Entry			
Service of warrant requires minimal forced entry		1	
Service of warrant requires use of ram or sledgehammer		5	
Location is fortified, requiring specialty breaching		15	
(5) Firearms			
Firearms readily available to suspects at location of warrant		3	
Subject of warrant known to carry firearms on person or has been arrested for CCW		5	
Subject of warrant is always armed		8	
Subject of warrant is known to possess assault weapons		25	
(6) Other Risk Factors			
Location of warrant is known to have numerous persons inside		4	
Location of warrant has guard dog(s) or other threatening animals		8	
Location of warrant is believed to be “booby-trapped”		25	
Total Points ⇨			

1 -14 points	Investigating unit may serve the warrant but shift supervisor must be notified prior to the service
15-24 points	Service by SRT is optional – consultation with SRT Team Leader is encouraged. Shift Supervisor must be present during service.
25+ points	SRT is required for service. SRT supervisor and Dept. Supervisor must be present during service.

Note: If SRT officers are used it will be the decision of the SRT supervisor as to how many SRT officers are needed and what tactics will be used to serve the warrant.

FTO - training manual.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

BOONE COUNTY SHERIFF DEPARTMENT

PROBATIONARY OFFICER TRAINING MANUAL

AND
DAILY OBSERVATION REPORTS

April 2005

ACKNOWLEDGEMENT OF UNDERSTANDING

As a probationary officer with the BOONE COUNTY SHERIFF DEPARTMENT, I understand that I am required to graduate from the *Field Training Program.* Failure to graduate from the program will result in the termination of my employment with the Boone County Sheriff Department.

I also understand that the requirements for graduation from the *Field Training Program* are located in writing in the Probationary Officers Training Manual. The Field Training Officers will attempt to teach me all of the necessary skills for acceptable completion of the program; however, it is my responsibility to learn those skills.

I have been informed that my performance will be evaluated in job related activities during the program. That evaluation will include Daily Observation Reports. My performance and evaluations will be shared with members of the Field Training Staff to increase my educational opportunities.

I have also been advised that during my training I will be assigned to various shifts and Field Training Officers. I understand that the Field Training Officer is my immediate Supervisor. I will follow his/her directions/orders at all times during any police incident.

During the program any requests for time off must be cleared through the Field Training Staff.

Signature of Probationary Officer: Date:

Signature of Field Training Officer: Date:

LAW ENFORCEMENT CODE OF ETHICS

As a LAW ENFORCEMENT OFFICER my fundamental duty is to serve people, to safeguard lives and property, to protect the innocent against deception, the weak against oppression or intimidation and the peaceful against violence or disorder; and to respect the constitutional rights of all men to liberty, equality and justice.

I WILL keep my private life unsullied as an example to all; maintain courageous calm in
the face of danger, scorn or ridicule; develop self-restraint and be constantly mindful of the welfare of others. Honest in thought and deed in both my personal and official life, I will be exemplary in obeying the laws of the land and the regulations of my department. Whatever I see or hear of a confidential nature or they confide that to me in my official capacity will be kept ever secret unless revelation is necessary in the performance of my duty.

I Will never act officiously or permit personal feelings, prejudices, animosities or friendships to influence my decisions. With no compromise for crime and with relentless prosecution of criminals, I will enforce the law courteously and appropriately without fear of favor, malice or ill will, never employing unnecessary force or violence and never accepting gratuities.

I RECOGNIZE the badge of my office as a symbol of public faith, and I accept it as publics trust to be held while I am true to the ethics of the police service. I will constantly strive to achieve these objectives and ideals, dedicating myself before God to my chosen profession . . . law enforcement.

WELCOME

Congratulations on your hiring as a police officer and welcome to the Boone County Sheriff Department. The *Field Training Program* is designed to give the new police officer all of the necessary knowledge, skills, and abilities to be a productive and successful member of the department. This program will provide evaluation, training and guidance for the
probationary officer.

INTRODUCTION

Probationary officers entering the *Field Training Program* should be aware that upon completion of this phase of their training, they will be prepared to operate as a solo officer. This training will be under the direct supervision of a Field Training Officer (FTO). The probationary officers performance will be monitored closely during this period of training. Not only will he/she be monitored for safety, but also to ensure the standardization and equality of training that is being received.

The *Field Training Program* has two purposes in mind:

First: By continual evaluation of the probationary officer's performance under actual field conditions, specific weaknesses or deficiencies can be identified and remedial training programs developed to improve weaknesses and correct deficiencies.

Second: By continual evaluation, those individuals who are unable to attain the level of proficiency expected of the BOONE COUNTY SHERIFF DEPARTMENT may be identified and dismissed from the department.

This manual is used to instruct new officers not only in the various duties which they will perform during their careers, but also to keep a record of their abilities and performance throughout the program. All situations and problems, which can be encountered in a law enforcement career, are not and could not be included, but the information found in this manual will constitute a basis, which will help the probationary officer to build a good foundation for his/her future activities on the job. The Field Training Program does not claim to produce fully experienced law enforcement officers, however, it does produce officers who can perform at the level of a competent solo officer by the standards of the department.

The FTO has been selected and trained to perform on-the-job training. It is his/her responsibility to know all subjects contained in the Field Training Manual to ensure that they are taught to the probationary officer and to ensure the concepts of the program are carried out.

In addition to the instruction that the probationary officer will be receiving under the direct supervision of the FTO, it is recommended that the probationary officer do home studying on a voluntary basis. The broad background of knowledge needed by a law enforcement officer cannot be gained entirely at the academy or on the job.

PROBATIONARY OFFICER TRAINING DUTIES

A probationary officer has certain duties, which are required during the *Field Training Program*. While the foremost duty is for the probationary officer to learn, it is not the sole duty. The following are required duties for the probationary officer.

A. Probationary officers are expected to enter the *Field Training Program* with the knowledge and skills, which are required by graduation for the Indiana Law Enforcement Academy (ILEA).

B. Probationary officers shall be responsible for completing all assignments.

C. Probationary officers shall be expected to progress through extensive field training and evaluation periods during their assignment to the *Field Training Program.*

D. Probationary officers shall comply with all Department General Orders, Rules and Regulations, Board of Public Safety Standards, and State laws.

E. Probationary officers work schedules and assignments are at the direction of the *Senior FTO, Field Training Coordinator* or his/her staff.

F. Probationary officers shall check their mailbox, voice mail, and E-mail each shift.

G. Abide by all Probationary Officer Training Rules.

H. Probationary officers will have available to them all necessary issued equipment, tickets, reports and other forms used by the department while on duty.

I. Probationary officers will come to work in a timely manner and be prepared to study and learn.

J. Probationary officers will complete all homework assigned to them by the date required by the instructor.

K. Probationary officers will photocopy any Citations, Warnings, Affidavits, and any other paperwork to be turned in with DOR at the end of shift. All forms, citations, and reports will be attached during Phase One and Phase Four. The staff or FTO my require attachments later as needed for review of training progress. This material will be added to the student officer's FT file.

PATROL OFFICER JOB DESCRIPTION

(Road Deputies)

What is a patrol officer? What is a patrol officer expected to do? Most probationary officers already have an idea what is expected of them, however, the position is usually more extensive then they realize. The following is a job description of a patrol officer.

1. Patrols assigned area; PERFORMS ACTIVE COMMUNITY PROBLEM IDENTIFICATION AND SOLVING; maintains high patrol visibility to assist in crime prevention; actively performs routine beat patrol, concentrating on high incident areas, to detect possible criminal activities or needs for service; regularly checks businesses and residential areas; monitors radio broadcasts by Communications and other officers to ensure awareness of activities in area and to provide assistance, if needed; identifies, reports, and responds to suspicious activities or needs for service.

2. Performs duties relating to service and assistance (lost child, arguments, injured persons, walk-away, lock-outs, prowlers, abandoned vehicles, dog bites, civil law disputes, alarms, vehicle inspections, etc.); responds to scene through radio runs, notification, or observation; evaluates situation to determine needs (assistance from others, other agency contact, ambulance, etc.); identifies and implements appropriate course of action.

3. Prepares reports (case/incident reports, supplemental report, probable cause affidavits, accident reports, property and evidence slips, inter-departments, etc.) relating to activities in accordance with General Orders; observes and records events; checks reports for accuracy; submits to appropriate personnel; maintains personal notebook of activities.

4. Performs duties relating to traffic enforcement; observes traffic violations; stop vehicles; checks registration and licenses for status; advises driver of violation committed and need to maintain safe driving practices; conducts or requests breathalyzer tests, if indicated; issues citations and makes arrests to enforce law, advising violator of rights; conducts search of arrested violator; ensures arrested violator is transported to appropriate detention area and vehicle is secured.

5. Performs duties relating to disturbances and domestic violence; responds to scene through radio runs, notification, or observation; assesses scene to determine situation needs (assistance from others, ambulance, accident investigator, fire rescue, etc.); assists in extraction of victims and provision of first aid; secures scene to prevent further incidents; conducts investigation, gathering evidence, taking statements, and preparing diagrams; issues citations and makes arrests to enforce law, advising violator of rights; conducts search of

arrested violator; ensures arrested violator is transported to appropriate detention area and evidence is secured; advise victim of rights.

6. Performs duties relating to criminal investigation and apprehension; secures crime scene; responds to scenes of possible criminal activity through radio runs (responds to run, using siren and red lights in emergencies), or observation; assesses scene to determine situation needs (assistance from other officers, ambulance, detective, K-9, etc.); provides assistance to victim(s); notifies Communications of descriptions for broadcast; assists in pursuit (foot and vehicular) and/or apprehension of suspects; interrogates suspects, advising of Constitutional rights; makes arrests using only that force necessary; conducts search of arrested suspects; ensures suspects are transported to appropriate detention area and evidence is secured; advises victims of procedures to follow in prosecution; advises control of status of initial response; marks back in service upon completion of activities.

7. Performs duties relating to accident investigation and assistance; responds to accident scene through radio runs, notification, or observation; assesses scene to determine situation needs (assistance from others, ambulance, accident investigator, fire rescue, etc.); assists in extraction of victims and provision of first aid; secures scene to prevent further incidents; conducts investigation, gathering evidence, taking statements, and preparing diagrams; conducts or requests breathalyzer tests, if indicated; issues citations and makes arrests to enforce law, advising violator of rights; conducts search of arrested violator; ensures arrested violator is transported to appropriate detention area and evidence is secured; releases vehicles and clears scene.

8. Testifies in court; prepares for testimony, reviewing reports and notes; meets with victims, witnesses, detectives, defense attorneys, and representatives from Prosecutor's Office to review case; obtains appropriate evidence from Property Room; appears in court as required; presents testimony in accordance with Departmental policy.

9. Performs variety of police-community relations functions; meets and talks with citizens, providing information and advising of safety measures; visits local businesses to determine needs for service; assists motorists, providing directions; talks with juveniles in beat to establish rapport; participates in departmental ride-along program to provide citizens with first-hand knowledge of police operations.

10. Attends training session (in-service, EVOC, firearms, department meetings) to obtain information on new procedures and maintain compliance with departmental standards.

11. Prepares for daily duties; reviews crime information sheets and information from other officers to plan patrol duties; reviews personal notes of beat

information (location of businesses, business hours, entrances/exits of businesses prone to criminal activity, elderly persons residing in area, areas noted for locating stolen property); receives work direction from supervisors.

12. Assists in traffic control (both pedestrian and vehicular) at scenes of special events or disasters (i.e., sporting events, concerts, parades, fires and accidents) to ensure orderly flow of traffic.

13. Maintains liaison with detectives, officers on adjoining sectors, other Departmental personnel, deputy prosecutors, and personnel in adjacent jurisdictions, to share information and coordinate activities.

14. Maintains uniform and equipment in accordance with General Orders and SOPs; maintains supply of forms and reports needed to perform duties; ensures vehicle is kept in good working order; maintains weapons in accordance with departmental policy.

15. Serves search and arrest warrants and criminal summonses issued by courts, securing location and maintaining officer safety.

16. Performs other duties as directed.

REQUIRED SKILLS FOR PATROL OFFICERS

WORKING CONDITIONS: Permanent shift with rotating days off; field conditions; exposure to extreme weather conditions, armed and/or dangerous persons, arrest of felons, individuals with contagious diseases, and hazards associated with emergency driving and traffic control.

A. Knowledge of: 1) *Boone County Sheriff Department* Rules and Regulations; 2) *Boone County Sheriff Department* General Orders; 3) law enforcement theories, methods, and procedures; 4) patrol theories, methods, and procedures; 5) criminal, traffic, and juvenile laws; 6) laws and procedure of search and seizure, arrest, interrogation and confession, evidence, and crime scene protection; 7) interview procedures and methods; 8) court policy and procedures; 9) officer safety procedures; 10) law enforcement information systems (IDACS and NCIC); 11) police report writing; 12) juvenile delinquency; 13) crime prevention; 14) community relations; 15) community service agency functions; 16) crisis intervention; 17) first aid; 18) county geography; 19) defensive driving techniques; 20) firearms responsibility; 21) police radio

procedures; 22) Mobile Data Terminal use; 23) has the ability to use department computer systems when required. 24) ability to use radio communications system.

B. Ability to: 1) apply principles to solve practical problems; 2) analyze problems quickly and take appropriate action under stress; 3) handle sensitive and hostile public contacts; 4) communicate effectively, both orally and in writing; 5) observe and record events accurately and completely; 6) write routine reports; 7) establish rapport with juveniles.

C. Skills in operation of: 1) automobile under emergency conditions 2) issued equipment, weapons, and chemical agents.

D. Other requirements: 1) maintenance of physical condition needed to effect arrests, subdue resisting individuals, chase fleeing suspects, lift and carry equipment and injured persons, force entry into buildings, climb flights of stairs, scale fences, stand or sit for long periods of time, endure exposure to extreme weather and disease, perform life saving procedures (CPR, etc.); 2) effective audio-visual discrimination and perception; 3) maintenance of mental alertness needed to observe activities and implement appropriate action; 4) emotional and psychological stability.

ROLE/EXPECTATIONS OF STUDENTS

Role of the Student

The role of the field training program student is to demonstrate the ability to perform at a solo patrol officer level by the end of the field training program. This is the standard by which the student will be measured throughout the training program.

The student's primary responsibility while assigned to the field training program is to devote his/her full attention and efforts toward successfully completing that program. This may be a very intense and stressful time in the student's life. The field training program staff will make every effort to provide the tools necessary for the student to succeed in this task. Students must simply give their best effort each and every moment they are assigned to the program.

Expectations of Students

Students are to be respectful to the Field Training Officers and other program staff. The FTO's direction is to be accepted and followed at all times. If the student believes that a specific order is improper, or an evaluation is not fair,

he/she should discuss it with the FTO and Senior FTO. If the student is still unable to resolve the issue, the student should ask to meet with the FTC/M. If the student still has a concern or problem, the student may ask the FTC/M to set up a meeting with the field training commanding officer. The FTC/M shall notify the commanding officer and a meeting shall be scheduled.

Students will complete all assignments in a prompt, timely manner. They will follow all policy and procedures, as outlined in the department General Orders, Rules and Regulations and Board of Public Safety Standards.

Students should ask questions when they arise. FTOs are an information resource and students should not wait for the FTO to cover an area of concern they may have. **Students are expected to make mistakes**. They should not be overly concerned with errors when they are made. Instead they must channel their efforts to learn from their mistakes, and decrease the likelihood of making the same mistakes again. However, there is **no tolerance for Officer Safety issues.**

When off duty, students should not respond to police calls, ride-along with on duty officers nor should they conduct police investigations unless the situation is life threatening. Students should discuss these types of situations with their FTO and follow department policy when dealing with off-duty situations.

Students will receive Daily Observation Reports. Students should use these forms to track their progress and to help identify any areas requiring additional effort on their part. Students should be open and honest during these reviews. Should any problems arise that cause concern, they should be discussed during these times.

Students shall be receptive to constructive criticism given by FTOs and field training program staff. They may verbalize an explanation for their action; however, repeated rationalization, excessive verbal contradictions and hostility are not acceptable and are counter productive to the field training program itself.

Student's relationships with field training program staff (including other students, FTOs, and FTC/M) shall be respectful and strictly professional, both on and off duty, while they are going through the training program. Dating and socializing should be prohibited unless the relationship began before the student was hired or assigned and the department head or field training program commanding officer is aware of the relationship. Department policy, regarding these issues and when appropriate, should be fully explained and adhered to by all involved.

Training and Testing Methods

The *BOONE COUNTY SHERIFF DEPARTMENT Field Training Program* is written with performance-based objectives (training performance goals). The field training staff determines a schedule and/or manner for training and testing new officers. Because of the very nature of patrol work, not every field incident that the *BOONE COUNTY SHERIFF DEPARTMENT* Manual requires a student to perform will occur within the time frame of the program. The FTO should improvise by volunteering when possible, for assignments that will assist in meeting the training objectives. In some cases, it may be necessary for the FTO to set up a scenario exercise or rely on the student's verbal or written explanation of handling the situation coupled with his/her performance in similar incidents.

Initially, the student will be provided with, and allowed the opportunity to study available written documents, policy directives, training study guides, or general orders that the student is responsible for knowing. The FTO should then proceed through the field training officers Manual discussing, instructing, or demonstrating each performance objective. The FTO will encourage the student to take increasing responsibility for field performance based on the nature of incidents and the amount of experience the student has in the program. This responsibility ultimately includes the satisfactory completion of each performance objective. It is the intention of the field training program to have the new officers demonstrate their satisfactory completion of or competency in these performance objectives (training goals) through actual, on-duty handling of field situations. This is, for obvious reasons, the preferred method of demonstrating that the student comprehends and can apply what has been taught. Based on a variety of reasons (calls for service, type of agency, demographics, location, etc.), students may have to demonstrate successful comprehension and competency through alternative ways. The methods for "competency demonstration" used in the *BOONE COUNTY SHERIFF DEPARTMENT Field Training Program* are: **Commentary Driving, Tag-Team commentary Driving, Drive-By, FTO Verbalization, Mirror Citation, Mirror Report, Map Overlay, Role Playing, Role Reversal, and Verbal Testing, and On Scene Call Handling.**

DESCRIPTION/OVERVIEW OF THE FIELD TRAINING PROGRAM

The BOONE COUNTY SHERIFF DEPARTMENT'S *Field Training Program* is intended to ease a police officer's transition from the academic setting to the performance of general law enforcement patrol duties of the department.

Although an officer graduating from the Regular Basic Course (ILEA Academy) has received a thorough introduction to basic law enforcement subjects, that officer cannot be expected to immediately function as an experienced officer. Newly assigned officers must receive additional training in the field, where they can learn from officers who have already gained a great deal of practical patrol experience. The Field Training Program introduces a newly assigned officer to the personnel, procedures, policies, and purposes of the department as well as providing the initial formal and informal training specific to the day-to-day duties of its officers.

In order to make the new officers' field training as effective as possible, they are assigned to a Field Training Officer (FTO). The FTO is an experienced officer especially selected and trained to conduct this type of training. It is the responsibility of the FTO to thoroughly review the field training guide materials with the newly assigned officer (henceforth referred to as the student) and to demonstrate proper patrol procedures. Students will be required to perform various law enforcement duties under the guidance and supervision of their assigned FTO and Field Training Coordinator/Manager (FTC/M). The student's performance will be evaluated daily by the FTO and monitored by the FTC/M through Manager Reports (MR) reviews. This one-on-one style of training, and the fact that the instructor/trainers must guide the training in real law enforcement situations, sets it apart from any prior academic endeavor.

Field training has a significant impact on the individual student in terms of imprinting attitudes, style, values, and ethics in carrying out the duties of police work that will remain throughout a career. Consequentially, it is probably the most effective influence on the future direction of a department. The law enforcement department head and his or her field training managers must, therefore, be certain that the field training program which introduces officers to the department not only develops the necessary technical skills but also reflects the policing philosophy of the department and the community that it serves.

The field training staff has the monumental responsibility of building the future of the department through the people they train. To assure success in this task, the field training program must have a training philosophy that ensures that every student is given the maximum opportunity to show that he or she can do the job. In order to accomplish this, the program must create a positive environment in which learning is maximized and in which students are able to perform to the best of their ability. The approach must be fair, firm, friendly, and, above all, professional. The example set must be beyond reproach. Evaluation must be sincere and given in a straightforward manner emphasizing the positive as well as the negative aspects of performance. At no time should students be demeaned or ridiculed. Even the least capable student must be treated with respect and compassion. No student should ever be treated in a way that deprives that student of his or her dignity. Every effort must be made to ensure

that the stress felt by the student is caused by the job and not from the words or actions of the field trainers.

The agency administrator and field training program staff have a responsibility to the community they serve. This responsibility requires that the departments train and retain only the most competent proactive officers. Not everyone has the capability to perform the complex, demanding tasks of a police officer. If the field training staff has done all it can and the student does not meet the acceptable standards, the department will have demonstrable grounds to terminate the student. Supreme dedication and patience is required to accomplish the field training task. The feeling of accomplishment will come in watching the students succeed. If the department and its field training staff have fully carried out their responsibilities, they may see there students exceed even beyond their own accomplishments.

SCOPE OF THE PROGRAM

The field training program is designed to be completed by regular peace officers that have completed the Regular Basic Course (ILEA Academy) and have been assigned to perform the department's general law enforcement patrol duties.

PROGRAM PHASES

The FT program will be divided into phases, which the new officer will be required to pass. The phases of the *BOONE COUNTY SHERIFF DEPARTMENT Field Training Program* are outlined below.

Phase One is taught over the course of 3, six-day rotations. The probationary officer will be assigned to a specific shift and FTOs during the period of this phase. This phase is primarily instructional. **To pass Phase one the new officer will be required to receive acceptable scores on all required categories of the DORs, and complete all of the assigned Tasks for the phase.** If a new officer is incapable of completing the phase in the time allotted then the new officer may be extended up to 2 six-day rotations within the phase. If a new student is excelling in the phase then after 2 six-day rotations they may advance to the next phase with approval from the Field Training Unit.

Phase Two is taught over the course of 3, six-day rotations. The probationary officer will be assigned to a specific shift and FTOs during the period of this phase. This phase is primarily instructional. **To pass Phase Two the new officer will be required to receive acceptable scores on all required categories of the DORs, and complete all of the assigned Tasks for the phase.** If a new officer is incapable of completing the phase in the time allotted then the new officer may be extended up to 2 six-day rotations within the phase.

If a new student is excelling in the phase then after 2 six-day rotations they may advance to the next phase with approval from the Field Training Unit.

Phase Three is taught over the course of 3, six-day rotations. The probationary officer will be assigned to a specific shift and FTOs during the period of this phase. This phase is primarily instructional. **To pass Phase Three the new officer will be required to receive acceptable scores on all required categories of the DORs, and complete all of the assigned Tasks for the phase.** If a new officer is incapable of completing the phase in the time allotted then the new officer may be extended up to 2 six-day rotations within the phase. If a new student is excelling in the phase then after 2 six-day rotations they may advance to the next phase with approval from the Field Training Unit.

Phase Four is taught over the course of 2, six-day rotations. The probationary officer will be assigned to a specific shift and FTOs (usually assigned back to the first, primary FTO) during the period of this phase. This phase is primarily an observation/evaluation phase. The new officer will be operating at a 100% level and the FTO's responsibility is to override the new officer only in the event of an emergency. The FTO will be in civilian clothes at least one week if the phase lasts less than 3 six day rotations, and at least two weeks if the phase lasts 3 six day rotations. **To pass Phase Four the new officer will be required to receive acceptable scores on all required categories of the DORs, complete all of the assigned Tasks for the phase.** If a new officer is incapable of completing the phase in the time allotted then the new officer may be extended up to 2 six-day rotations within the phase.

Phase Five consists of the remainder of the Probationer's probationary time. Their performance is reviewed by the Field Training Commander and Road Supervisors during this phase.

PROGRAM REQUIREMENTS

ILEA Basic Course: Probationary Officers will be required to pass the ILEA Basic Course, prove that they have previously passed the ILEA Basic Course, or proved that they have passed an equivalent course.

Phase One: To advance from phase one, a new officer must successfully complete the performance tasks for phase one. They are: Driving Skill (Moderate/Emergency), Location/Orientation (Location/Route/Map), Vehicle/Pedestrian Stops (Tactics/Technique), Driving Skill (Normal/Speed Control), Radio (Transmission/Reception/Procedure/MDT), Reports: Accuracy/Organization/Time, Acceptance of Criticism (Verbal/Behavioral), Attitude Toward Police Work, Public Interactions (Behavior Toward Citizens), Relationship with Department Members, General Appearance (Specify if Needed).

Phase Two: To advance from phase two, a new officer must successfully complete all of the Training Tasks for the phase. The emphasized performance tasks for phase two are: Field Performance (Non-Stress Condition), Officer Safety (Contact/Cover/Pat-Down), Prisoner Control (Verbal/Physical/Search), Self Initiated Field Activity, Arrest (Laws/P.C./Explanation/Disposition), Knowledge of Motor Vehicle Code, Knowledge of Patrol Procedures, Accident Investigation.

Phase Three: To advance from phase three a new officer must successfully complete the training tasks for the phase. The emphasized performance tasks for phase three are: Stress Control (Verbal/Behavioral), Decision Making (Problem Solving), Field Performance (Stress Condition), Interview/Interrogation Skills, Knowledge of Departmental Policies and Procedures, Knowledge of Criminal Code.

Phase Four: To advance from phase four a new officer must receive an average acceptable rating or greater in all the performance tasks listed on the DOR.

The probationary officer must maintain an acceptable level of performance through out the program. While in Phase Two the probationary officer must maintain acceptable level in required categories from Phase One. The progression of reaching acceptable levels then maintaining them is essential to pass the *Field Training Program.*

The probationary officer must complete a minimum of four full days out of a six-day work week before the week will be counted as a work week with regards to the program guidelines.

PERFORMANCE CATEGORIES

(Standardized Evaluation Guidelines)

The following are the categories which the Probationer will be evaluated on a daily basis. If the Probationer does not meet standards in any category, the FTO will give corrective training as soon as practically possible to bring the Probationer to acceptable standards.

1. Interpersonal Relationships

Evaluates Probationer's interaction with the community while providing law enforcement services and with persons in the Departmental environment including FTOs, Supervisory and Command Staff, support personnel and peers in accordance with agency guidelines.

Exceeds Standards

Without FTO prompting, the Probationer demonstrates knowledge + skill + application competency.

Meets Standards

The probationer establishes a climate of mutual trust and rapport with persons. Probationer does not enter situations with the predetermined beliefs and opinions. Probationer remains neutrally objective and responsive to the individual's concerns and service delivery needs. Probationer's decision-making reflects understanding and execution of realistic law enforcement service delivery opinions and alternatives.

Probationer is responsive to the self-evaluation/coaching process. Probationer demonstrates ownership, accountability, and responsibility for his/her actions and behaviors. Probationer utilizes *Daily Training Plan* and duty day. Probationer aggressively seeks assistance of the Field Training Unit, FTOs and Patrol Shift Supervisors and does not hesitate to ask questions and seek clarification. Probationer requests additional training opportunities (e.g., report-based and/or tactical response role playing exercises).

Not Acceptable

Probationer's actions are overly-formal/tense and fail to reflect concern and empathy for the individual(s) and situation. Probationer's actions and law enforcement service delivery reflects bias toward individuals based upon gender, age, ethnicity, background, life-style (e.g., sexual orientation), national origin, religion, social status, physical/mental disability, criminal history/status (e.g., suspect, arrestee, parolee, etc.). Probationer's verbal and nonverbal gestures, actions and behaviors intentionally or unintentionally communicate his/her personal bias by failing to remain objective and neutral during call/incident handling.

Probationer rationalizes errors and mistakes, becomes verbally and/or non-verbally defensive; is reluctant to request/seek clarification/assistance necessary for corrective action. Probationer does not prepare *Daily Training Plan* and *Probationer Manual Training Tasks.*

2. Jurisdictional Geography and Orientation

Evaluates Probationer's competence to expeditiously respond to locations while operating police vehicles during emergency and non-emergency conditions in accordance with agency guidelines.

Exceeds Standards

Without FTO prompting, the Probationer demonstrates knowledge + skill + application competency.

Meets Standards

The Probationer consistently responds to locations and destinations using the most direct route. Utilizes paper and computer maps to find locations with minimal need for FTO or Dispatch assistance. Does not require maps, FTO, or Dispatch assistance to locate major streets, intersections, or locations. Probationer demonstrates knowledge of shortcuts, as well as tactical response considerations including concealment, cover, low visibility approaches, etc. Probationer does not compromise public or officer safety due to lack of familiarity with the frequently visited locations and hot spot locations.

Not Acceptable

Is unaware of geographic direction; becomes disoriented/lost. Probationer is unfamiliar with major streets, intersections, location, landmarks, and block numbering sequences. Probationer is unable to execute on-board navigator protocols to 1) Identify and articulate current street location, 2) Identify and articulate precise block number (or closest mile marker), 3) Determine and articulate compass direction of travel, and 4) Anticipate and identify and articulate major cross streets and intersections. Probationer is unable to demonstrate multitasking capability to execute *On-Board Navigator* and *Commentary Driving* while safely operating patrol vehicle. Probationer fails to utilize streets maps to precisely arrive at call location(s) using the most direct route. Lengthy response time to locations compromises public and officer safety.

3. Motor Vehicle Operation and Use of Emergency Equipment

Evaluates Probationer's competence to operate the police vehicle and equipment during emergency and non-emergency conditions, regardless of environmental, vehicular, and pedestrian conditions within agency guidelines.

Exceeds Standards

Without FTO prompting, the Probationer demonstrates knowledge + skill + application competency.

Meets Standards

The probationer consistency operates the police vehicle within the compliance of all traffic laws and agency guidelines. Probationer maintains control of the police vehicle while responding to calls for service, patrols and responds to calls at safe and defensible speeds, promptly reacts to pedestrian and driver actions by taking appropriate and timely evasive actions. Probationer demonstrates multitasking abilities by minimizing the loss of eye contact with the roadway while utilizing the police radio, computer, emergency and other equipment within agency guidelines.

Not Acceptable

Inattentiveness results in speed and traffic control signal errors; places other motorists and/or pedestrians at risk. Probationer drives too fast or too slow while responding to calls for service or during general patrol. Safe operation of patrol vehicle is compromised as a result of improper lane usage, approaches to intersections, failure to anticipate driver and pedestrian behaviors. Probationer fails to demonstrate the multitasking capacity to safely operate the police vehicle while observing people, places, situations and events while simultaneously operating emergency equipment (e.g., lights, siren, P.A., etc.) and handling tasks that require momentary diversion of the eyes from the roadway.

4. Telecommunication Protocols and Skills

Evaluates Probationer's ability to effectively utilize law enforcement communications equipment and computer –based data/information systems while following agency procedures and guidelines.

Exceeds Standards

Without FTO prompting, the Probationer demonstrates knowledge + skill + application competency.

Meets Standards

The Probationer effectively serves as on-board telecommunicator by responding to radio/computer in an accurate, brief and clear fashion. Probationer provides Telecommunications with prompt and accurate patrol unit location. Probationer listens to transmissions for other law enforcement units and self-initiates backup response. Probationer is aware of dead spots in telecommunications transmission/reception coverage area(s) within the jurisdiction. Probationer utilizes appropriate codes and procedures when transmitting and receiving information/data, and is not discourteous. Probationer's transmissions are clearly articulated, brief and complete under commonly occurring and stressful circumstances.

Not Acceptable

Fails to follow and utilize telecommunications procedures for transmitting and receiving information. Does not actively listen and hear transmissions, inattentive to computer terminal messages, require dispatches to be repeated. Probationer misses transmissions of other law enforcement units and fails to promptly self-initiate backup response, does not provide Telecommunications with prompt and accurate patrol unit location, requires FTO assistance to operate telecommunications equipment, fails to think through and pre-plan radio transmissions before keying microphone and transmitting; cuts off messages. Probationer's radio transmissions are not clear due to over or under modulation, speaking too fast and/or too slowly and taking excessive pauses. Probationer requires FTO assistance to access computer-based information systems including NCIC/IDACS, BMV records, and local databases including file checks on individuals, property, etc.

5. Directed Patrol Strategies/Self Initiated Field Activity

Evaluates Probationer's competence to utilize multiple sources of information to initiate proactive patrol activities within agency guidelines.

Exceeds Standards

Without FTO prompting, the Probationer demonstrates knowledge + skill + application competency.

Meets Standards

The Probationer consistently updates information to initiate proactive *Location* and *Perpetrator Oriented Patrol* (LOP/POP). Probationer anticipates trends and patterns of recurring incidents and potential problem areas by utilizing LOP/POP scanning, analyzing, responding and assessing patrols with a Daily Patrol Plan. Probationer recalls information from BOLOs, extra patrol requests, previous call histories, etc., and utilizes this information to follow-up or facilitate problem resolution (e.g., identify possible suspects, etc.). The Probationer communicates LOP/POP information pertinent to the Zone patrol during Commentary Driving exercises.

The Probationer's *Self-Initiated Field Activity* is consistently at or above Workload Distribution for the Week and reflects diversity of shift activity.

Not Acceptable

Probationer fails to update information and does not utilize LOP/POP to identify high Crime areas, hot spot locations requiring extra attention. Probationer fails to utilize shift briefing information, wants/warrants files, etc. to proactively plan and follow Daily Patrol Plan, fails to observe and detect out of the ordinary (suspicious persons, places, events, circumstances or activities) requiring law enforcement action, or avoids taking action. Probationer is not a self-starter.

FTO must frequently utilize *Discretionary Override* to direct probationer to initiate *Self Initiate Patrol Activity* and does not reflect diversity of shift activity.

6. Patrol Tactics

Evaluates Probationer's ability to safely and consistently execute operational tactics within agency guidelines.

Exceeds Standards

Without FTO prompting, the Probationer demonstrates knowledge + skill + application competency.

Meets Standards

The Probationer anticipates and reacts to the physical movements and verbal actions of others. Probationer maintains disciplined focus by recognizing, assessing, and controlling scenes that contain rapidly changing, chaotic, or unpredictable events. Probationer maintains visual contact and scanning of individuals and targets(s). Probationer offsets patrol vehicle, keeps dominant hand free, maintains reactionary gap, and protects weapon(s). Probationer's verbal and nonverbal actions neutralize and/or deescalate situations. Probationer does not hesitate to immediately provide physical and or verbal backup assistance to the FTO and other personnel without prompting. The Probationer immediately complies with the FTO's direction, instruction and when necessary, Directed Coaching.

Probationer recognizes crime scenes and manages persons entering/exiting same as well as preserving potential trace evidence.

Not Acceptable

Probationer fails to safely execute field operations by exposing self and others to unnecessary dangers. Does not maintain visual contact/scanning of individuals and targets(s); fails to stay task-focused under time urgency. Probationer fails to offset patrol vehicle, keep dominant hand free, maintain reactionary gap, and protect weapon(s). Probationary does not promptly request back-up assistance when required (e.g. additional units, K-9, etc.). Probationer's body positioning/proxemics and use of force continuum are not compliant with Departmental standards. Probationer fails to control the movements of others through clearly articulated verbal and nonverbal commands. The Probationer's voice tone, inflection and choice of words and actions fail to secure compliance to direction(s) and deescalate the situations. Probationer fails to immediately react to and follow Directed Coaching protocols.

Probationer fails to recognize potential trace evidence and protect crime scene. FTO must continually exercise *Discretionary Override* to neutralize threats(s).

7. Criminal Statutes/Ordinances

Evaluates Probationer's knowledge and application of substantive and criminal laws within agency guidelines.

Exceeds Standards

Without FTO prompting, the Probationer demonstrates knowledge + skill + application competency.

Meets Standards

The Probationer demonstrates knowledge and application of substantive criminal laws. Probationers can distinguish criminal and non-criminal activity. Probationer demonstrates understanding of laws of arrest, search and seizure. Probationer demonstrates understanding and application of frisk and search principles and practices in field contact/custody situations. Probationer demonstrates knowledge of warrant procurement and execution requirements. Probationer provides accurate and complete testimony in court proceedings.

Not Acceptable

Probationer fails to establish the necessary elements of criminal offenses; is uncertain if crime(s) were committed, fails to lawfully apply procedural principles of arrest, search and seizure (e.g., Miranda, Mapp, Terry, etc.). Probationer is unable to identify criminal codes/ordinances to assist in investigation/reporting criminal offenses (e.g., ensuring corpus of the offense). Probationer is unable to distinguish between frisk and search in field contact/custody situations. Probationer fails to demonstrate knowledge of warrant procurement and execution requirements. Probationer does not provide accurate and complete testimony in court proceedings.

8. Information Processing-Case Building-Reporting

Evaluates Probationer's competence to accurately investigate, take notes, follow-up and report incidents and criminal offenses in a timely, comprehensive and logically organized manner. Submits report in accordance with agency protocols.

Exceeds Standards

Without FTO prompting, the Probationer demonstrates knowledge + skill + application competency.

Meets Standards

The Probationer investigates and conducts comprehensive and orderly crime scene search; does not disturb/contaminate potential trace evidence. The Probationer's field notes and investigative reports contain the essential information (e.g., who, what, when, where, why, witnesses, how, welfare, weapons, etc.) by documenting events in chronological order. Grammar, spelling, word usage, sentence structure errors do not compromise clarity and meaning. Reports are proofread for mistakes and completeness, and corrections are made before reports are submitted. Probationer requests additional opportunities for Role Playing and Mirror Report Writing exercises.

Not Acceptable

Probationer fails to conduct a comprehensive and orderly crime scene search by recognizing, collecting, identifying, preserving and recording physical evidence, or contacts an evidence technician when appropriate. Probationer does not maintain chain of custody. Probationer's field notes and reports are incomplete and inaccurate for information and facts. Probationer is unable to complete reports and forms. Probationer fails to review field notes prior to concluding investigative contacts(s). Probationer's grammar, spelling, word usage contains numerous errors and the sentence structure is confusing and/or incomplete. Reports require extensive corrective and revision in order to meet submittal quality standards. Reports are not completed in an acceptable time frame. Excessive report processing compromises the completion of other field training requirements.

9. Problem Solving and Decision Making

Evaluates Probationer's competence to define and resolve problems consistently within agency guidelines.

Exceeds Standards

Without FTO prompting, the Probationer demonstrates knowledge + skill + application competency.

Meets Standards

The Probationer thinks through and consistently develops multiple options for problem resolution by: 1) Accurately defining the problem, 2) Identifying multiple options for resolving the situation, 3) Selecting the most viable course of action and justifying why, and 4) Following through on the action plan. Probationer's problems solving and decision making is evident during verbal testing and actual calls for service. Probationer utilizes recall of information from prior contacts, etc. to expedite problem resolution.

Not Acceptable

Probationer fails to identify and examine multiple options for problem resolution; hesitates or fails to take action. Probationer arrives on location with a pre-conceived solution to resolve situations without fully defining the problem(s). Probationer fails to utilize problem solving and decision making components or consider alternative options for resolving situations. Probationer is unable to determine agency guidelines to facilitate problem-situation resolution (e.g., policies and procedures, general orders, special orders, etc.).

10. Traffic Enforcement and Accident Scene Management/Investigation.

Evaluates Probationer's ability to perform traffic enforcement, direct and control vehicular and pedestrian traffic and manage accident scenes and complete accident investigations within agency guidelines.

Exceeds Standards

Without FTO prompting, the Probationer demonstrates knowledge + skill + application competency.

Meets Standards

The Probationer utilizes maps and knowledge of the jurisdiction to spontaneously effect traffic enforcement activity at high-accident locations, school/recreation areas, problem areas, (e.g., areas of excessive speed, red light violations, prohibited turn violations, citizen/neighborhood complaints, etc.). Probationer demonstrates knowledge of motor vehicle citations and ordinances by determining the most appropriate enforcement action (e.g., citation issuance, verbal warning, etc.). Probationer cites hazardous action violation(s) when applicable. Probationer can articulate his/her decision with due regard to the type of violation and the degree of public safety risk, etc. Probationer demonstrates ability to mange vehicle/pedestrian traffic direction and control in stressful situations (e.g., multiple traffic lanes, heavy vehicle volumes, etc.). Probationer manages accident investigation scenes by assessing level of injuries, need for backup and supportive services (e.g., additional law enforcement, fire department, medics, towing, utilities, etc.). Probationer utilizes patrol vehicle placement and emergency equipment (lights, flares, etc.) to keep the scene safe, and secures pertinent accident reporting information and documentation. Probationer requests additional opportunities for role-playing and Mirror Citation/Accident Report exercises.

Not Acceptable

Probationer fails to demonstrate diversity of enforcement actions (e.g., only cites speed over, etc.). Probationer does not see and/or overlooks vehicular/pedestrian violations. Probationer fails to take safe, effective command of vehicular/pedestrian control (e.g., intersection traffic direction, accident/emergency scene vehicle flow and crowd control situations). FTO's assistance is required to secure and document applicable information at property damage and/or personal injury accident scene(s) and complete state accident report form(s). Reports require extensive correction and revision in order to meet submittal quality standards. Excessive time spent on accident reporting impedes accomplishment of other field training activities.

Call Experience Log

Phase number_____

Week number_____

Probationer will record the call type, if he/she was the primary unit or backup unit, the date of the call, the case number if he/she was the primary unit and took a report, and the DOR number the activity was recorded on. Probationer will sign the log at the end of the week indicating that any and he/she understands, has had all questions answered, and shows competency in the call types where the probationer was the primary contact unit. The FTO will sign indicating that all material has been explained, and all questions have been answered.

Call Type	Date	Prim. Or Backup	Case #	DOR #

Probationer Signature and Date_____

FTO Signature and Date_____

PROFICIENCY LEVEL REQUIREMENT

(TASK FREQUENCY)

The *Task Frequency List* is a form used to document the number of times a probationary officer has been exposed to a particular task. The probationary officer is responsible for insuring the
Task Frequency List is maintained properly and kept up to date. All tasks and training will also be documented on the Daily Observation Report (DOR).

The Field Training Officer shall enter his initials and date in the appropriate space on the Task Frequency List after the student completes the task. If the Field Training Officer believes the student assisted or performed in a major portion of an investigation with another unit, the Training Officer should place the date and his initials in the appropriate location

* Student performed the task

* Assisted other officers, completed 50% or more of the task

* Student is able to completely explain the task to the FTO.

TASK FREQUENCY LIST

Probationary officers will have certain goals that should be accomplished during the *Field Training Program*. They are not absolutes, but under normal conditions, should be attainable. Regardless of the number of calls, competency must be demonstrated before passing to the next phase. These goals are set by the FTOs to ensure that the probationary officer comprehends and demonstrates proficiency in the proscribed tasks emphasized during the program. The following is a list of tasks required to pass from each phase and the number of each task that should be accomplished at an acceptable level. Each task must be completed by the probationary officer and recorded by the FTO on the Task Frequency List and Daily Observation Report. Training tasks for a particular phase may not be the only ones trained upon, but the Probationer must demonstrate competency in that phases' tasks before being passed to the next phase. If a Probationer is excelling, and at the discretion of the FTO, tasks from a proceeding phase can be added and trained upon if time allows.

Phase One Tasks

1. Location/Orientation: Location/Map/Route..... 10
2. Radio: Transmission/Reception/Procedure/MDT..... 10
3. Vehicle/Pedestrian Stops: Tactics/Techniques..... 10
4. Driving Skill: Moderate/Emergency (Sig-10 Runs)..... 1
5. . Prisoner Control: Verbal/Physical/Search/Handcuffing..... 2

Phase Two Tasks

1. Self Initiated Field Activity..... 12
2. Arrest: Laws/P.C./Explanation/Dispositions..... 6
3. Knowledge of Vehicle Code..... 10
4. Interview Skills..... 5
5. Traffic Accidents (PD and PI) 5
6. Domestic Disturbance.....3

Phase Three Tasks

1. Decision Making: Problem Solving..... 5
2. Interrogation Skills..... 1
3. Knowledge of Departmental Policies and Procedures..... 6
4. Court Paper Service.....5
5. Operating While Intoxicated.....2

Phase Four Tasks

Handle all calls without FTO prompting or assistance.

Call Experience Totals

To be completed at the end of each week, and start to date totals tallied.

Call Type	Weekly Total	Phase Total	Total

IN-Missing_Persons_Report.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

INDIANA MISSING PERSONS REPORT

State Form 42290 (R2 / 12-17)

Indiana Clearinghouse for Information on Missing Children & Missing Endangered Adults

Telephone: 800-831-8953 / Website: http://www.in.gov/isp/2333.htm E-mail: missingchildren@isp.in.gov

*(**Optional**) reporting form. **NOT** required to email to the Clearinghouse.*

*Enter the Missing Person into IDACS/NCIC immediately. Be as detailed as possible in IDACS/NCIC (**PACK THE RECORD**) and this report.*

You may e-mail this report and any images to the Clearinghouse at missingchildren@isp.in.gov. When available, the Clearinghouse will distribute on the Clearinghouse website. For investigative assistance, e-mail this form and any questions to the Indiana Intelligence Fusion Center at iifc@iifc.in.gov.

Current Date: **Current Time:** am pm IDACS Number: NCIC Number:

Section A: Missing Person Information

1. Last Name	2. First Name	3. Middle Name	4. Alias	5. DOB *(mm/dd/yy)*	6. Age	7. Cell Phone Number

8. Race	9. Gender	10. Height	11. Weight	12. Hair Color	13. Eye Color
		feet inches	pounds		

14. Social Security Number	15. Driver's License Number

16. Address	17. City	18. State	19. County	20. ZIP Code

21. Scars/Marks/Tattoos/Piercings	22. Description of Clothing *(Outerwear, shirt, pants, shoes)*

23. Date Last Seen *(mm/dd/yy)*	24. Possible Destination	25. Possibly in Company with

26. In need of medical attention? *(Explain)*

27. Place of Birth *(City, State)*	28. Name & Address of last school attended

Section B: Law Enforcement Agency Information

29. Agency	30. Agency Case Number	31. Agency 24/7 Telephone Number

32. Investigating Officer Rank/Title	33. Last Name	34. First Name	35. Investigating Officer Telephone #	36. Investigating Officer E-mail

Initial Assessment: Family Abduction Non-Family Abduction Runaway Other:

Section C: Incident Information

37. Date of Incident *(mm/dd/yy)*	38. Time of Incident	39. Location/Address of Incident

40. City	41. State	42. ZIP Code	43. County
	Indiana		

Section D: Parent/Guardian Information

44. Last Name	45. First Name	46. Middle Name	47. Alias/Maiden Name	48. DOB *(mm/dd/yy)*	49. Age	50. Telephone Number

51. Relationship to Victim	52. Address	53. City	54. State	55. ZIP Code	56. County

If Absconded from Institution:

57. Name of Institution	58. Case Worker	59. Telephone Number

Section E: Vehicle Information

60. Color	61. Year	62. Make	63. Model	64. Type	65. License Plate	66. License Plate State	67. Distinguishing features

Section F: Reporting Person Information

68. Last Name	69. First Name	70. Middle Name	71. Alias/Maiden Name	72. DOB *(mm/dd/yy)*	73. Age	74. Telephone Number

75. Relationship to Victim	76. Address	77. City	78. State	79. ZIP Code	80. County

, ,

Section G: Summary of Incident *Please include any pertinent information not addressed on this form.*

This form is optional. If you choose to e-mail the form to the Clearinghouse, include recent images. Please notify the Clearinghouse at missingchildren@isp.in.gov when the missing person has been located.

DISCLOSURE AND AUTHORIZATION FOR RELEASE OF INFORMATION

DISCLOSURE OF INFORMATION REQUESTED IS VOLUNTARY, IN ACCORDANCE WITH I.C. 10-1-7. THIS INFORMATION WILL BE SHARED WITH STATE AND FEDERAL LAW ENFORCEMENT AGENCIES IN AN EFFORT TO LOCATE MISSING CHILDREN. FAILURE TO PROVIDE THIS INFORMATION MAY LIMIT INVESTIGATIVE RESULTS. ALL INFORMATION WITH THE EXCEPTION OF CHILD'S NAME, DATE OF BIRTH, AND SEX, WILL BE TREATED AS CONFIDENTIAL AND PART OF AN OFFICIAL LAW ENFORCEMENT INVESTIGATION, EXEMPT FROM PUBLIC DISCLOSURE. *RELEASE OF SOCIAL SECURITY NUMBER IS REQUESTED TO ALLOW ITS USE AS AN INVESTIGATIVE TOOL. FAILURE TO PROVIDE THIS INFORMATION WILL NOT RESULT IN ANY PENALTY.

IN CASES OF PARENTAL ABDUCTIONS, A COPY OF THE COURT CERTIFIED ORDER STATING THAT THE REPORTING PARENT HAS CUSTODY MUST BE ENCLOSED. (NOTE: IF IT IS REQUESTED THAT THE NON-CUSTODIAL PARENT'S IMAGE BE INCLUDED IN THE BULLETIN, A COPY OF A COURT-CERTIFIED FELONY WARRANT, WHICH IS PRESENTLY IN IDACS/NCIC MUST BE MADE AVAILABLE TO THE CLEARINGHOUSE PRIOR TO PUBLICATION OF THE IMAGE.

PARENT/GUARDIAN CONSENT

I SWEAR UNDER PENALTY OF PERJURY THAT I AM THE PARENT OR LEGAL GUARDIAN OF THE CHILD DESCRIBED IN THIS REPORT, AND THAT MY RIGHT TO THE CUSTODY OF SAID CHILD HAS NOT BEEN TERMINATED OR LIMITED BY THE ORDER OR DECREE OF ANY COURT OF LAW. I HEREBY AUTHORIZE THE INDIANA STATE POLICE, OR ANY OFFICER OR EMPLOYEE THEREOF, OR OFFICER OR EMPLOYEE OF ANY OTHER CRIMINAL JUSTICE AGENCY, TO DISSEMINATE THE INFORMATION CONTAINED IN THIS REPORT, INCLUDING IMAGE, TO ANY PERSON OR ORGANIZATION ENGAGED DIRECTLY OR INDIRECTLY IN ANY EFFORT TO ASSIST IN THE LOCATION OF MISSING CHILDREN.

I FURTHER CERTIFY THAT THE INFORMATION IN THIS REPORT IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

CURRENT DATE *(mm/dd/yy)*:

PARENT/GUARDIAN PRINTED NAME:

PARENT/GUARDIAN SIGNATURE:

CLEARINGHOUSE USE ONLY

DATE RECEIVED ENTERED INTO IDACS/NCIC YES NO CANCELLED YES NO

DATE ENTERED INTO CLEARINGHOUSE DATABASE

DATE REMOVED FROM CLEARINGHOUSE DATABASE

DATE PUBLISHED

DISPOSITION

APPENDIX A.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

APPENDIX A

OBSERVATION CHECKLIST

This form is to be used by Supervisory personnel of the Sheriff's Office in conjunction with the Sherriff's Office Drug and Alcohol Policy regarding testing based upon reasonable suspicion of drug/alcohol abuse in the workplace. It is recommended that this form be completed as soon as possible when suspected violations are observed, that the Sheriff be contacted immediately, and that a copy of the form be submitted to the Sheriff.

Name of Supervisor preparing form: _____

Date and Time of Preparation: _____

Name of Member or Employee:_____

Department: _____

Date and Time of Observation: _____

Behavior or Incident creating reasonable suspicion of drug/alcohol abuse: _____

_____

Descriptions of areas of observation:

Appearance (eyes, grooming): _____

Odor on Breath or Clothes: _____

Speech and balance/walking abnormalities: _____

Supervisors Action re Request for Member or Employee to be tested: _____

_____

Member's or Employee's Response and/or Comments: _____

_____

Supervisor's Signature:_____

APPENDIX B.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

APPENDIX B

PRESCRIPTION NOTIFICATION FORM

This form is to be used by Members and Employees who are taking prescription medication issued by their physician in conjunction with the Sherriff's Office Drug and Alcohol Policy. The form is to be given to the Member's or Employee's Direct Supervisor within 24 hours of the issuance of the prescription.

The form will be kept in the Member's or Employees medical file which has very restricted access. The purpose of the form is to advise the Sheriff's Office of the medication to determine if the prescription may prevent the Member or Employee from performing the essential job functions of their position.

Name of Member or Employee: _____

Date of Prescription: _____

Name of Prescription: _____

Dosage: _____

Physician Name: _____

Address:_____

Telephone: _____

Direct Supervisor: _____

Receipt of form: _____

Special Deputy Form.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

B OO NE COUNT Y SHE RIFF'S O FFICE

APPOINTMENT AS SPECIAL DEPUTY FORM

Use of Powers

You have been appointed as a "Special Deputy" pursuant to IC 36-8-10-10.6 by the Sheriff of Boone County.

This appointment confers certain powers and duties that may be performed solely during the course of your employment on behalf of the Sheriff of Boone County.

You are **not authorized** to do any of the following:

1. Work in any law enforcement capacity for any other police agency without prior authorization by the Sheriff.
2. Represent yourself as a police officer when not on duty.
3. Carry a firearm off duty unless you have a permit authorizing you to carry a firearm.
4. Make any form of arrest unless allowed to do so as a citizen.
5. Engage in any form of secondary employment wearing any uniform or clothing issued by the Sheriff of Boone County.
6. Work as a "private detective" or "investigator" for a private employer.
7. Engage in vehicular pursuits unless driving a marked police vehicle owned by the Sheriff of Boone County and authorized by a Merit Deputy.
8. Wear any uniform not authorized by the Sheriff of Boone County.
9. Engage in any off duty activities in violation of any rule or regulation issued by the Sheriff of Boone County

You are further advised that continued appointment as a "Special Deputy" is at the sole discretion of the Sheriff of Boone County.

By my signature below I affirm that I have read and understand the limitations placed upon me in my capacity as a "Special Deputy" for the Sheriff of Boone County and that I received a copy of this document for future reference.

Dated: _____

_____
[NAME OF APPOINTEE]

_____

BCSO Chaplain Handbook revision (002).pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Boone County Sheriff's Office
Michael T. Nielsen, Sheriff

Chaplain Handbook

Boone County Sheriff's Office

Michael T. Nielsen, Sheriff

1905 Indianapolis Avenue Lebanon, Indiana 46052
Phone (765) 482-1412 Indianapolis (317) 873-5613 Fax: (765) 483-3370
www.boonecountyindianasheriff.com

Policies & Procedures
Chaplain Division

The intention of this Chaplain Handbook is to describe the policies and procedures of the Chaplaincy of the Boone County Sheriff's Office. It is to be used as a set of guidelines for the orientation of Chaplains coming into the ministry as new members of the team.

I. MISSION STATEMENT

A. The Boone County Sheriff's Office (BCSO) is committed to providing a safe and supportive community through honest, competent, professional and progressive law enforcement services. Our Value points are Integrity, Leadership, Loyalty, Professionalism, and Commitment.

B. The Chaplain Division supports the mission of the BCSO by serving the Sheriff, their personnel, and any community agency seeking additional support by providing pastoral care.

II. PURPOSE OF THE CHAPLAINCY

A. To provide spiritual first-aid to the victims, victims' families and inmates in the Boone County Jail.

B. To provide counsel to the deputies and other first responding agencies in coordination with other agencies, Chaplains, and/or clergy.

C. To provide assistance in matters of spiritual, personal, family, work, or of another nature at the request of the BCSO personnel.

D. Accompany Officer(s) to make death notifications.

E. At the Sheriff's request, to represent the BCSO and/or Sheriff at public functions.

III. STRUCTURE OF THE CHAPLAINCY

There shall be one (1) Senior Chaplain who is appointed by the Sheriff and charged with the responsibility to oversee the two (2) major areas of the Chaplaincy. There will also be a Deputy Senior Chaplain who is appointed by the Sheriff who will oversee the Jail Chaplaincy Division.

IV. STATUS OF THE CHAPLAINCY

A. The BCSO Chaplaincy is a non-denominational arm of the department concerned with the spiritual and personal needs of the personnel of the department.

B. Whenever Chaplains are serving law enforcement or another agency's personnel or the community, they should always be subordinate to the Officer(s) they are assisting.
C. All Chaplains serve under the command and direction of the Chief Deputy of the BCSO
D. The Chaplain does not possess the power of arrest or any legal authority.
E. The Chaplain serves in a non-paid volunteer capacity.
    1. Chaplains shall provide their own means of transportation. Additionally, mileage is not reimbursable.
    2. Initial uniform (long-sleeve shirt/polo shirt/pants) shall be supplied by the BCSO. Any additional authorized BCSO apparel will be at the expense of the Chaplain.

V. QUALIFICATIONS FOR CHAPLAINS

A. Moral and Ethical
    1. Chaplains shall be of the highest moral and ethical standards, personally and professionally. Chaplains shall maintain a strict code of ethical conduct.
    2. BCSO Chaplains will maintain confidentiality within the limits of the law. The Chaplain is NOT held to confidentiality in cases of admitted child abuse, intended homicide/suicide, or the threat of bodily injury to self or danger to others.
    3. Chaplains shall use caution and professional discretion in sharing personal information at the incident scene.

B. Ministry Experience and Professional Skills
    1. Training and experience related to Chaplain ministry.
    2. Genuine care and compassion for others.
    3. Must have effective interpersonal skills and a pastoral presence.
    4. Skill in crisis counseling and the ministry of prayer.
    5. Must read and accept guidelines outlined in the Chaplain Handbook.

C. Ministry Experience and Professional Skills Required of Senior Chaplain and Deputy Senior Chaplain
    1. Must meet the above required qualifications for all Chaplains.
    2. Must have effective interpersonal skills in communication, managing, supervising, counseling, interviewing, and advising.
    3. Must have knowledge of the BCSO and Chaplaincy, their functions and responsibilities.

VI. CHAPLAIN APPROVAL PROCESS

A. Initial Approval
    1. It is the Senior Chaplain's responsibility to take referrals and recruit for prospective Chaplains.
    2. Prospective Chaplains will complete an application on the BCSO website.
    3. A letter of approval and recommendation shall be submitted by the prospective Chaplain's immediate ecclesiastical or professional supervisor (e.g., Senior pastor, chairman of the board etc.).

4. The Senior Chaplain and Deputy Senior Chaplain will arrange a face-to-face interview with the prospective Chaplain.
5. Prospective Chaplains will submit to a background check and random urine analysis drug screening.
6. Prospective Chaplain will be interviewed by the Sheriff and Chief Deputy.
7. Upon initial acceptance, the prospective Chaplain will be sworn in and receive BCSO credentials and badge. The prospective Chaplain shall serve a probationary period of no less than twelve (12) months active duty.

B. Final Approval

1. After this probationary period, the Chaplain will be reviewed by the Sheriff, Chief Deputy, Senior Chaplain and Deputy Senior Chaplain for final approval.
2. Chaplains shall serve at the pleasure of the elected Sheriff and Chief Deputy who reserves the right to revoke the appointment at any time.
3. The total number of Chaplains will be determined by the Sheriff.

*NOTE: No one is permitted to represent the BCSO Chaplaincy unless they have been through the approval process, appointed and officially sworn in by the Sheriff.

VII. JOB DESCRIPTION—LAW ENFORCEMENT CHAPLAINS

A. Law Enforcement Chaplains Report to Senior Chaplain

1. Chaplains are expected to read and be familiar with the Chaplain Handbook. The ability to conform to the expectations outlined in this document may be used in evaluating a Chaplain's continued service.
2. Chaplains are accountable to attend no fewer than eight (8) of the regularly scheduled meetings to be held on the last Friday of each month at 12:00pm at the BCSO.
3. Chaplains are expected to attend approved training (e.g., Sheriff's Chaplaincy Conference). Registration fees will be covered by the BCSO.
4. Law Enforcement Chaplains are required to serve on regular assigned duty and be on 24-hour call at specified times. A rotation schedule shall be established by the Senior Chaplain.
5. If not assigned to a specific day, all Law Enforcement Chaplains are expected to be actively on-call at all times.
6. Chaplains are expected to file written incident reports.
7. Chaplains are accountable for maintaining and returning all department issued equipment.
8. For security and accountability purposes, all email correspondence regarding the BCSO should be done strictly through the BCSO email account.

B. Duties and Responsibilities of Law Enforcement Chaplains

1. Accompany Officer(s) to make death notifications.
   See SOG for Death Notification.

2. Report to the scene where a Chaplain has been requested to provide spiritual care to victims, their families, or first responders. (See SOG for Chaplain Call)
3. Support the mission of the BCSO through community involvement (e.g., Christmas with a Cop, Every 15 Minutes, Blessing of the Bikes, etc.).
4. Participate in funerals for fallen Officers and/or their families.
5. As required, submit to random urine analysis drug testing.
6. The Chaplaincy requires quality, professional, and ongoing training. Therefore, Chaplains must be willing to attend training seminars and classes to sharpen their skills when offered. The Sheriff's Chaplaincy Conference training is divided into two areas—Law Enforcement Chaplaincy and Jail Chaplaincy. The Sheriff or Senior Chaplain may provide additional or different training.
7. Jail Chaplains are called to lead Bible studies and be a "ministry of presence" to inmates, offices and staff.
8. Jail Chaplains are **not** to provide counseling to inmates. (See SOG for specific Jail Chaplain Guidelines)

VIII. JOB DESCRIPTION—JAIL CHAPLAINS

A. Jail Chaplains Report to Deputy Senior Chaplain

1. Chaplains are expected to read and be familiar with the Chaplain Handbook. The ability to conform to the expectations outlined in this document may be used in evaluating a Chaplain's continued service.
2. Chaplains are accountable to attend no fewer than eight (8) of the regularly scheduled meetings to be held on the last Friday of each month at 12:00pm at the BCSO.
3. Chaplains are expected to attend approved training (e.g., Sheriff's Chaplaincy Conference). Registration fees will be covered by the BCSO.
4. Jail Chaplains are expected to serve on a regular basis. A rotation schedule shall be established by the Deputy Senior Chaplain.
5. For security and accountability purposes, all email correspondence regarding the BCSO should be done strictly through the BCSO email account.
6. Chaplains are accountable for maintaining and returning all department issued equipment.

B. Duties and Responsibilities of Jail Chaplains

1. Accompany Officer(s) to make death notifications to inmates. (See SOG for Death Notification.)
2. Lead Bible studies and be a "ministry of presence" to inmates, officers and staff.
3. Support the mission of the BCSO through community involvement (e.g., Christmas with a Cop, Every 15 Minutes, Blessing of the Bikes, etc.).
4. Participate in funerals for fallen Officers and/or their families.
5. As required, submit to random urine analysis drug testing.
6. The Chaplaincy requires quality, professional, and ongoing training. Therefore, Chaplains must be willing to attend training seminars and classes to sharpen their

skills when offered. The Sheriff's Chaplaincy Conference training is divided into two areas—Law Enforcement Chaplaincy and Jail Chaplaincy. The Sheriff or Senior Chaplain may provide additional or different training.

7. Jail Chaplains are **not** to provide counseling to inmates. (See SOG for specific Jail Chaplain Guidelines)

D. Actions to Avoid

1. Chaplains are prohibited from using their official capacity with the BCSO to endorse any product, organization, program, service, or partisan political activity without the expressed permission of the Sheriff.
2. Chaplains will **not** provide a news statement or release to media without the permission of the Sheriff.
3. Chaplains will not "self deploy" or represent the BCSO in any capacity without prior authorization from the Sheriff, Chief Deputy, Senior Chaplain or Deputy Senior Chaplain.

XIV. JOB DESCRIPTION—SENIOR CHAPLAIN

A. Purpose

1. The Senior Chaplain shall be responsible to the Sheriff, Chief Deputy and the Jail Commander and be in compliance with all rules, regulations, policies, and procedures of the BCSO and the Chaplaincy.
2. Shall act as advisor to the Sheriff and Chief Deputy in all matters pertaining to the moral, morale, and religious welfare of BCSO personnel.
3. With the Sheriff's approval, may develop or assist in the coordination of special programs that are educational, social, and/or religious in nature.
4. Recruit, train, and supervise Chaplaincy Division.

B. Duties and Responsibilities of Senior Chaplain

1. To be responsible to recruit and supervise Chaplains and volunteers according to department and Chaplaincy Division policies and procedures.
2. Provide for the visitation of sick and/or injured Officers and members of their immediate families.
3. Notification of Officers' next of kin when serious injury or death has occurred.
4. Provide guidance in development and implementation of programs, such as orientation for recruits and their spouses.
5. Availability to dispatch for critical incidents, accidents, suicides, hostage/ barricade situations, and other emergencies where a Chaplain's services are needed.
6. The Senior Chaplain represents the BCSO at various clubs, conferences, religious institutions, and organizational functions.
7. The Senior Chaplain may provide support and assistance for Chaplains at any time. If needed, serve regular assigned duty and be on 24-hour call at specified times.

X. JOB DESCRIPTION—DEPUTY SENIOR CHAPLAIN

A. Purpose

1. The Deputy Senior Chaplain shall be responsible to the Sheriff, Chief Deputy, Jail Commander and Senior Chaplain and be in compliance with all rules, regulations, policies, and procedures of the BCSO and the Chaplaincy.
2. Shall act as advisor to the Sheriff, Chief Deputy and Jail Commander in all matters pertaining to the moral, morale, and religious welfare of BCSO personnel.
3. With the Sheriff's approval, may develop or assist in the coordination of special programs that are educational, and/or religious in nature.
4. Recruit, train, and supervise Jail Chaplaincy.

B. Duties and Responsibilities of Deputy Senior Chaplain

1. To be responsible to recruit and supervise Jail Chaplains and volunteers according to department and Chaplaincy Division policies and procedures.
2. Provide guidance in development and implementation of programs in the Jail, such as Bible studies and worship services.
3. The Deputy Senior Chaplain represents the BCSO at various clubs, conferences, religious institutions, and organizational functions.
4. The Deputy Senior Chaplain may provide support and assistance for Chaplains at any time.

STANDARD OPERATING GUIDELINES
CHAPLAIN CALL

1. When a request for a Chaplain is made all Chaplains will receive a page/text from the Boone County Sheriff's Office (BCSO) dispatch. **Chaplains will NOT self-deploy**, but wait to be paged/texted.

2. All Chaplains should be on prayerful standby until notified a Chaplain has responded.

3. The on-call Chaplain is responsible to respond **immediately** by calling dispatch at **(765) 482-1412** upon receiving a page/text from the BCSO dispatch.

4. The responding Chaplain needs to obtain any details, location, and pertinent information for a proper response. In addition, the Chaplain should request dispatch to notify all other Chaplains via text/page that Chaplain _____ is en route.

5. Chaplains are encouraged to use the "GroupMe" app to communicate urgent information regarding a call. This app is NOT to be used for general conversation or any other purpose.

5. Responding Chaplains are expected to dress professionally and appropriately.

6. Before leaving, place Chaplain placard visibly in the windshield of vehicle and make sure you have your 'Go Bag' with you (your reflective vest may be necessary).

7. Place your badge on your person and have your BCSO ID at the ready.

8. Proceed in a timely but lawful manner to the scene.

9. Once upon the scene, call dispatch and inform them of your arrival.

10. Report to the Officer in Charge (OIC) and make the OIC aware of your presence.

11. Execute the duties of a Chaplain on-scene. Provide ministry of presence. Perform spiritual first aid as needed. The Chaplain may offer prayers, provide grief counseling, make phone calls to family, contact the family pastor, give booklets etc. Feel free to remove yourself from the scene temporarily if needed (e.g. emotionally overwhelmed). Stay for as long as you think appropriate.

12. Let the victims and/or family members know of your continued availability by giving them your name and contact information.

13. Call dispatch and let them know you are clearing the scene.

14. File a report according to the Chaplain SOG template and email it to the Senior Chaplain, Sheriff, Chief Deputy, and carbon-copy all other Law Enforcement Chaplains.

15. Follow up as necessary: send a card, make a phone call etc.

16. Replenish 'Go Bag' supplies: business cards, booklets, water, Kleenex, emergency blankets, stuffed animals etc.

17. Practice proper self-care.

18. Be prepared to debrief at the following Chaplain’s monthly meeting or sooner if needed

STANDARD OPERATING GUIDELINES
JAIL CHAPLAINS

1. Under NO circumstances are Chaplains to be with inmates of the opposite sex
2. Anything that goes into the jail must come out with the Chaplain (ie: pens, paper, etc.)
3. Under no circumstances will a Chaplain make a phone call for an inmate . If an inmate is desperate, advise them to contact the Jail Commander in writing.
4. A Chaplain will accept nothing of value from an inmate
5. A Chaplain will not hold any personal belongings for an inmate. This includes personal items such as clothes, money, vehicles, etc.
6. All personal belongings of the Chaplain should be left in their vehicle or a secured locker in the lobby
7. There will be no leather bound or hard backed Bibles or books of any kind allowed in the jail for use by an inmate . If an inmate or one of their relatives should order anything of this nature, it will be kept in their belongs until they are released .
8. For your own safety, a chaplain should not pick up and inmate who has been released from the jail in order to take them anywhere
9. Dress appropriately. Chaplains should wear an approved BCSO uniform shirt whenever possible. No shorts, short skirts, or halter tops are allowed. Shoulders must be covered.
10. If a Chaplain, or anyone coming in contact with the inmates, feels ill or has anything considered contagious, they should NOT come into the jail .

STANDARD OPERATING GUIDELINES
ALL VOLUNTEERS OF THE BOONE COUNTY JAIL

1. ALL volunteers must complete both sides of the volunteer application form and submit it to Joy Stewart in the BCSO Administrative Office. There will be a background check done by the BCSO using the information you provided. This form MUST be submitted each calendar year one full week prior to the date of your visit.

2. All volunteers MUST bring a valid, government issued photo identification with them EACH TIME they enter the jail to visit with inmates or staff.

3. It is strictly prohibited to take ANY articles of any sort to an inmate from anyone outside the jail or from an inmate to anyone outside the jail.

4. ALL visitors are subject to search. No unapproved items will be permitted into the visitation room. Any books, Bibles, papers, musical instruments, etc. may be screened prior to entering the jail. Approval for ANY item is at the discretion of the corrections officers. It is strictly prohibited to give inmates books, Bibles, pamphlets, etc. without prior authorization.

5. ALL PROPERTY including cellphones, any electronic devices, purses, coats, pens, pocket knives, etc. MUST be left in your car or a secured locker.

6. ANY outside service done with former inmates needs to have prior authorization from the Senior Chaplain and Deputy Senior Chaplain.

6. Do not bring writing utensils to hand out. You may bring your own (one only) writing utensil, but you MUST take it with you when you leave.

7. If you have lesson notes to be left with the inmates, it must be on plain paper without any staples, paper clips, etc. and a BCSO Jail Officer must be given the opportunity to approve them.

8. Dress appropriately. No shorts, short skirts, or halter tops are allowed. Shoulders must be covered.

9. There should be absolutely NO physical contact with the inmates. (Hugging is strictly prohibited in the jail)

10. NO food or drinks are to be taken to the inmates in the jail.

STANDARD OPERATING GUIDELINES
DEATH NOTIFICATION

Additionally, follow the 'Chaplain Call' SOG general guidelines.

1. The Coroner or medical examiner is absolutely responsible for determining the identity of the deceased.

2. Notify in person. Do not call. If there is absolutely no alternative to a phone call, arrange for a neighbor or a friend to be with the next of kin when the call is received. Additionally, do not take any possessions of the victim to the notification.

3. If a large group is to be notified, request additional Chaplains to assist.

4. Talk about your reactions to the death with your team member(s) before the notification to enable you to better focus on the family when you arrive.

5. Present your BCSO credentials and ask to enter their residence.

6. Sit down, ask them to sit down, and be sure you have the next of kin (do not notify siblings before notifying parents or spouses). Never notify a child. Never use a child as a translator.

7. Use the victim's name… "Are you the parents of _____?"

8. Inform simply and directly, with warmth and compassion.

9. Do not use expressions like "expired," "passed away," or "we've lost_____." Avoid any euphemisms and directly state that their loved one is dead.

10. Sample script: "I have some bad news for you." Pause a moment and allow them to prepare. "_____ has been involved in _____ and (s)he has died."
Pause again. "I'm so sorry." Adding your condolence is important because it expresses feelings rather than facts, and invites them to express their own.

11. Continue to use the words "dead" or "died" through ongoing conversation. Continue to use the victim's name, not "body" or "the deceased."

12. Do not blame the victim in any way for what happened, even though he/she may have been fully or partially at fault.

13. Do not discount feelings (theirs or you own). Intense reactions are normal. Expect fight, flight, freezing, or other forms of regression. If someone goes into shock, have them lie down, elevate their feet, keep them warm, monitor breathing and pulse, and call for medical assistance.

14. Join the survivors in their grief without being overwhelmed by it. Do not use clichés. Helpful remarks are simple, direct, validate, normalize, assure, empower, express concern. Examples: "I'm so sorry." "Most people who have gone through this react similarly to what you are experiencing."

15. Answer all questions honestly (requires knowledge of the facts before you go). Do not give more detail than is asked for, but be honest in your answers.

16. Offer to make phone calls (e.g., clergy, relatives, employer). Provide them with a list of the calls you make as they will have difficulty remembering what you have told them.

17. When a child is killed and one parent is at home, notify that parent, then offer to help them to notify the other parent.

18. Do not speak to the media.

19. Ascertain if an autopsy will be performed or if identification of the body is necessary. If identification is necessary, a BCSO Deputy will transport the next of kin to and from the morgue. Help prepare them by giving a physical description of the morgue. Tell them that _____ will look pale (because blood settles to the point of lowest gravity).

20. Do not leave survivors alone. Arrange for someone to come, and wait until they arrive before leaving.

21. When leaving, let them know you will check back the next day to see how they are doing and ask if there is anything else you can do for them.

22. Call and/or visit again the next day. If the family does not want you to come, spend some time on the phone and re-express your willingness to answer all questions. They will probably have more questions than when they were first notified.

23. Let the survivor(s) know you care. The most beloved professionals and first responders are those who are willing to share the pain of loss. Attend the funeral if possible, it will mean a great deal to the family and reinforces a positive image of your profession.

24. Know exactly how to access immediate medical or mental health care should family members experience a crisis reaction that is beyond your response capability.

25. Debrief your own personal reactions with another Chaplain or member of your personal clergy on a frequent and regular basis—Don't try to carry the emotional pain all by yourself, and don't let your emotions and the stress you naturally experience in empathizing with the bereaved build into a problem for you.

26. As soon as possible, relay the name of the deceased to the Senior Chaplain.

STANDARD OPERATING GUIDELINES
INCIDENT REPORT TEMPLATE

Current Date

Be sure to include the date on your report. Include the time of day or night that you received a text/page. The report should state the pertinent information of who, what, when, where, why, and how.

Email your incident report to the Sheriff, Chief Deputy, and Senior Chaplain and carbon-copy all other Law Enforcement Chaplains.

For the sake of institutional memory, it would be beneficial to print and collect all written reports in your Chaplain binder.

Include your name at the bottom of the report.

BCSO Chaplain

P.S.
Were there any lessons that you learned that would prove helpful to share for the good of the group? Remember to share your new insights at the next monthly meeting for the professional development of your fellow Chaplains.

STANDARD OPERATING GUIDELINES
RIDE ALONGS

1. Ride alongs may be arranged by contacting the Operations Major.

2. The objectives: (a) Develop relationships with the Deputies.
   (b) Understand the role and life of law enforcement Officers.

3. Arrive early.

4. Your safety is now an additional responsibility of the Officer or crew that you are riding with, so follow their guidance.

5. Do not talk while the radio is transmitting or receiving.

6. Know the unit number in which you are riding.

7. Do not preach—you are a guest in their office.

8. Be open and listen.

9. Each ride should be for a minimum of four hours.

10. Chaplains are encouraged to participate in ride alongs on a quarterly basis.

CONTENTS OF CHAPLAIN
'GO BAG'

Boone County Sheriff's Office (BCSO) Chaplains are only a phone call away from being called to the scene of an emergency. Therefore, it is important they are prepared ahead of time for dealing with grieving individuals and/or families. The first segment of items would be good to keep close by while you are on-call. The second segment of items is essential to achieving the mission of the Chaplaincy. The third segment of items is non-essential, but may prove beneficial as Chaplains minister to victims of tragedy.

BCSO pager
Chaplain Binder with SOGs
Personalized polo with BCSO logo
BCSO Credentials/ID
BCSO Badge
BCSO 'Official Business' Vehicle Placard
Reflective Vest *(REQUIRED FOR ALL ROADSIDE INCIDENTS)
Personal BCSO Business Cards
Grief Literature
Bottled Water
Stuffed Animals
Emergency Blanket(s)
Kleenex Tissues
Wet Hand Wipes
Germ-X Hand Sanitizer
Hand Warmers
Flashlight

- BCSO Notepads
- Cellphone charger

Original Document Approved: June 2015
Revised: October 2017

Boone County Sheriff	Date
Chief Deputy	Date
Senior Chaplain	Date
Deputy Senior Chaplain	Date

ACKNOWLEDGEMENT
AND SIGNATURE

I acknowledge that I have received a copy of the Boone County Sheriff's Office (BCSO) Chaplaincy Handbook.

I have read and understand the contents of this handbook and will act in accordance with these policies and procedures as a condition of my voluntary employment with the BCSO.

I understand that if I have questions or concerns at any time about the handbook or the Standards of Conduct, I will consult the Senior Chaplain, Deputy Senior Chaplain, Chief Deputy or Sheriff.

I also acknowledge that my voluntary employment along with any security clearance or privileges with the BCSO can be revoked or terminated at any time at the final discretion of the Sheriff.

Finally, I understand that the contents of this Chaplain handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the Chaplain handbook may change at any time.

Please read this Handbook carefully before you sign this document.

_____
Signature

_____
Printed Name

_____
Date

Drug and Alcohole Influence Checklist.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

APPENDIX A

OBSERVATION CHECKLIST

This form is to be used by Supervisory personnel of the Sheriff's Office in conjunction with the Sherriff's Office Drug and Alcohol Policy regarding testing based upon reasonable suspicion of drug/alcohol abuse in the workplace. It is recommended that this form be completed as soon as possible when suspected violations are observed, that the Sheriff be contacted immediately, and that a copy of the form be submitted to the Sheriff.

Name of Supervisor preparing form: _____

Date and Time of Preparation: _____

Name of Member or Employee:_____

Department: _____

Date and Time of Observation: _____

Behavior or Incident creating reasonable suspicion of drug/alcohol abuse: _____

_____

Descriptions of areas of observation:

Appearance (eyes, grooming): _____

Odor on Breath or Clothes: _____

Speech and balance/walking abnormalities: _____

Supervisors Action re Request for Member or Employee to be tested: _____

_____

Member's or Employee's Response and/or Comments: _____

_____

Supervisor's Signature:_____

Educational Benefits and Training Cost Reimbursement Form.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Boone County Sheriff's Office

Educational Benefits and Training Cost Reimbursement Form

Date_____

I, _____, an officer with the Boone County Sheriff's Office, am scheduled to receive the following specialized educational training:

I, _____, acknowledge the Boone County Sheriff's Office Educational Benefits as stated below:

Educational Benefits

Educational benefits provided by the Boone County Sheriff's Office to employees may include ILEA training, office training courses and training programs at other agencies or institutions. The office will assume all training costs associated with required (mandatory) training and other approved training.

B. Costs incurred in training which is not required or approved by the Boone County Sheriff's Office but which the member attends at his/her discretion will be the responsibility of the member and not the Boone County Sheriff's Office.

C. **Members receiving elective training requiring greater than 5 working days of study shall agree to remain employed by the Boone County Sheriff's Office for not less than two years after the start of the training. Upon voluntarily terminating their employment the Officer shall reimburse the Boone County Sheriff's Office for all expenses incurred, including but not limited to, travel expenses and tuition.**

I also understand that when I receive specialized training and fail to complete the training without prior authorization, by the Sheriff or Authorized Designee, fail to perform these duties or voluntarily exit the program, before my minimum commitment of _____ has expired, I will be responsible for the cost of specialized uniforms and equipment in addition to the expenses the Office incurred for the training.

My expected commitment begins on _____ and ends on _____

_____ _____

Member's Signature Sheriff of Designee

Enforcement Division Sergeant 11_3_16 (002).pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Boone County Sheriff's Office Job Description

Job Title:	Enforcement Operations-Sergeant	**Reports to:**	Enforcement Commander-Captain
Department/Group:	Enforcement Division	**Shift:**	As Required or Assigned
Location:	BCSO	**Travel Required:**	Minimal
Level/Salary Range:	TBD	**Position Type:**	Full Time
HR Contact:	Brittany Hicks	**Date posted:**	11/04/2016
Will Train Applicant(s):	Yes	**Posting Expires:**	11/09/2016
External posting URL:	www.boonecountyindianasheriff.com		
Internal posting URL:	www.boonecountyindianasheriff.com		

Applications Accepted By:

Personal or Email:	**Mail:**
jkeller@co.boone.in.us Subject Line: **Attention:** Captain Jeff Keller	Boone County Sheriff's Office 1905 Indianapolis Avenue Lebanon, Indiana 46052 Attention: Captain Jeff Keller

Job Description

Role and Responsibilities

The Enforcement Sergeant will be assigned to the road. The overall responsibility will be to assist the Enforcement Captain with any and all duties assigned by that position.

- Perform all responsibilities as outlined in the Merit Deputy job description
- Responsible for overseeing work schedule for assigned shift
- Responsible for reviewing all case reports prior to submittal for your assigned shift
- Responsible for enforcement division deputies assigned to shift
- Responsible to investigate any personnel complaints and document those complaints assigned by superior officers
- Responsible for inventory of equipment issued to shift and for equipment / uniform inspections
- Available for questions from subordinates at all times when available
- Any and all other duties assigned by superior officers
- Probationary status is in effect for one year after appointment
- A two year commitment is required when promoted to Sergeant
- Any transfer to another division does not include the rank of Sergeant

Qualifications and Education Requirements

- A minimum of five (5) years at rank of Merit Deputy
- No written disciplinary actions or suspensions within the last calendar year

- Be a citizen of the United States
- Be at least 21 years of age at time of appointment
- Have obtained a high school diploma or have attained a passing score on the general education development test indicating a high school graduation level.
- Cannot have any Felony, Battery misdemeanor or Domestic Violence conviction
- Possess good moral character as determined by a favorable comprehensive background investigation covering school, employment records, home environment, personal traits and integrity.
- Consideration will be given to all law violations, including traffic and conservation law convictions, as indicating a lack of good character.
- Pass a written entry-level examination
- Pass physical examination / agility testing (if required)
- Submit to psychological testing and a Polygraph
- Submit to a drug test
- Submit to being fingerprinted
- You must appear for an oral interview
- Successfully complete post application training
- Provide a copy of your Birth Certificate
- Possess normal hearing, normal color vision, and normal visual functions and acuity in each eye correctable to 20/20
- Be free from any other impediment of the senses, physically sound, in possession of his or her extremities, and well developed physically, with height and weight in relation to each other as indicated by accepted medical standards.
- Be free from performance limiting physical defects and/or communicable diseases. Be free of mental and/or emotional instabilities which may tend to impair the efficient performance of a law enforcement officer's duties or which might endanger the lives of others or the law enforcement officer.
- Possess a valid Indiana motor vehicle operator's or chauffeur's license.
- Be a resident of Boone County, Indiana

Preferred Skills

- Ability to identify and analyze problems, evaluate alternative solutions and make sound judgments.
- Ability to move quickly and forcefully in response to unexpected situations.
- Ability to maneuver and work in a variety of ground conditions.
- Ability to operate patrol vehicles in emergency mode.
- Ability to get in and out of a patrol car on a frequent basis.
- Ability to successfully pass a physical skills and agility test at the time of graduation from the ILEA.
- Possess the finger and arm dexterity and the strength necessary to safely operate a firearm.
- Knowledge and experience in the utilization technical equipment including computers, cameras, and radar
- Proficiency in word processing/typing.

- Ability to render credible testimony in a court of law.
- Ability to communicate effectively both verbally and in writing with a variety of people including co-workers, other professionals, appointed and elected officials, and the general public.

All preferred skills are required for the rank of Deputy. Also must show leadership and management skills. Must have the ability to review paperwork and critique with Deputies when needed. This position must be able to provide excellent time management skills and communications skills. All these skills should be proven both verbally and by written means. This position must have leadership abilities that do not need daily supervision to complete operational goals and objectives. This position must be able to follow written and oral instruction. This position must have the leadership and decision making skills to complete tasks in the most efficient and timely manner.

Written By:	Captain Jeffrey J. Keller	Date:	04/20/2015
Approved By:		Date:	
Last Updated By:	Major Brian Stevenson	Date/Time:	11/03/2016 1930hrs

BOONE COUNTY COMMUNICATIONS CENTER SOGs.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 1

Section: INTRODUCTION

Title: PURPOSE AND SCOPE

The purpose of this manual is to supply you with information necessary to function efficiently as a Communications Officer/ED. Your effectiveness as a Communications Officer/ED will depend solely on your own initiative and sense of responsibility. There is no manual or information available that will compensate for carelessness, lack of sincere effort, dishonesty or disregard for established regulations.

This manual is written in a way to allow for common sense and judgment on the part of the Boone County Communications Center personnel in the communications center. It is obviously impossible to develop procedures for every situation which might arise. Those situations which do have indicated guidelines should be followed without fail. Failure to comply with any written guideline may be grounds for disciplinary action. These guidelines will be companions to the BCSO Member and Employee Handbook and the BCSO Merit Deputy and Civilian Employee SOGs.

The terms Communications Officer and ED are synonymous. ED, Emergency Dispatcher, will be utilized in the portion of the SOGs referring to Emergency Medical Dispatch.

Policy #: 2

Section: INTRODUCTION

Title: CHANGES AND REVISIONS

It is important that the contents of this manual be up to date at all times. Any individual desiring changes which affect communications in the police, fire and EMS, or which modify, supplement, or require action not covered by this manual, shall forward a Request for Revision to the Communications Director.

It is with input from you, the Communications Officer/ED, that this manual will be kept effective. Changes for the betterment of operations in the communications center will be made whenever possible.

Normally, changes to policies and procedures will be accomplished by publication and distribution of page to all holders of this manual in advance of the effective date. When more rapid change is required, notification may be made by other means (usually in the form of a General Order) and followed up with new manual pages.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 3

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-COMMUNICATIONS OFFICER-EMERGENCY DISPATCHER (ED)

Overview

Communications Officers/EDs are in a position as a public safety professional with the primary assignment of performing work in the protection of life, property, and environment through emergency communications/dispatching services. The Communications Officer/ED is an employee of Boone County and hired by the Boone County Sheriff's Office. The Communications Officers/ED's position may be full or part-time.

The position of Communications Officers/ED requires mental concentration, intense at times, performed in a sometimes high-stress environment. Technical knowledge, manual dexterity and well-developed oral communications skills are necessary to be successful in this position.

The Communications Officers/ED operates as a member of the Boone County Communications Center, a department within the Boone County Sheriff's Office. Communications Officers/EDs are directly supervised by Sergeants. All personnel are overseen by the Communications Director.

Position Summary

Performs specialized work functions associated with receiving/processing requests for emergency/non-emergency assistance, relaying information to appropriate resources, and processing related documentation.

Policy #: 3

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-COMMUNICATIONS OFFICER-EMERGENCY DISPATCHER (ED) (Continued)

Duties and Responsibilities

Duties and Responsibilities are intended to be descriptive and not restrictive. An individual performing in the classification may perform any of the duties listed, however, these examples do not include all the duties which an individual may be expected to perform.

- Operates telephones, communications equipment and computers associated with police, fire, EMS and all 9-1-1 communications.
- Receives, screens and monitors routine and emergency calls from the public and other police, fire, EMS/public safety agencies by radio and telephone; categorizes and prioritizes calls; receives calls for department personnel and transfers calls or takes messages.
- Dispatches agency personnel to incident locations; dispatches backup units, ambulances, fire fighters, wreckers, etc.
- Maintains communications with all parties involved in emergency situations; tracks location of police units; assists emergency personnel in locating addresses; conveys information to/from emergency personnel, general public, public safety agencies, utilities, businesses and other personnel within the department.
- Conveys information/instructions to caller as necessary to assist until dispatched units arrive on scene.
- Obtains/provides information as requested, such as checking license plates, driver's license information, warrants, missing or wanted persons, criminal histories, stolen property, addresses, etc.
- Monitors radio traffic of surrounding law enforcement, emergency and non-emergency agencies to maintain an awareness of activities outside primary jurisdiction.
- Operates a computer to enter, retrieve, review or modify data in computer database; verifies accuracy of entered data; makes corrections as appropriate; uses knowledge of various software programs to operate a computer in an effective and efficient manner.
- Records/logs calls, activities, and information manually or via computer, maintains logs of radio messages received/transmitted; prepares related documentation and records.
- Operates national and state law enforcement computer systems to retrieve/update criminal information, such as inmate records, warrants, driver's license records, motor vehicle plates, stolen property, missing/wanted persons, criminal histories, etc.

Policy #: 3

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-COMMUNICATIONS OFFICER-EMERGENCY DISPATCHER (ED) (Continued)

Duties and Responsibilities continued

- Updates and corrects address data base changes when the 9-1-1 system alerts of subscriber error.
- Performs basic maintenance of computer system and office equipment, such as backing up data or replacing paper, toner, ribbons, etc.; coordinates service/repair activities as needed.
- May process warrants and related documentation; enters/removes warrants into/from computer systems; distributes copies of new, existing, and served warrants as appropriate; maintains records.
- Processes a variety of documentation associated with departmental operations per established procedures and within designated timeframes; distributes documentation or retains records as appropriate.
- Receives various forms, reports, correspondence, logs, criminal histories, warrants, citations, photographs, newsletters, protective orders, case reports, maps, directories, manuals, policies, procedures, legal code books, or other documentation; reviews, completes, processes, forwards or retains as appropriate.
- Copies and distributes forms, reports, correspondence, and other related materials.
- Initiates/receives facsimile transmission of documents via multi-purpose office machine.
- Maintains various records, logs, and other documentation; maintains file system of departmental records.
- Maintains current manuals, policies/procedures, bulletins, map books, etc., for reference and/or review.
- Communicates with supervisor, co-workers, employees, other departments, law enforcement officials, EMS agencies, fire departments; outside agencies, medical facilities, utility companies, callers, the public, the media, and other individuals as needed to coordinate work activities, review status of work, exchange information, or resolve problems.
- Communicates effectively and coherently over radio channels while initiating and responding to radio communications.
- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Provide assistance to other employees or agencies as needed. Performs other related duties as required.

Policy #: 3

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-COMMUNICATIONS OFFICER-EMERGENCY DISPATCHER (ED) (Continued)

Duties and Responsibilities continued

- Must be able to travel for training. Some overnight stays may be required.
- Must be able to be reached at all times unless on Personal Time Off, Vacation or Sick Leave.
- Ability to work effectively in an office environment.
- Regular and punctual attendance is required of this position.

Position Qualifications

- 21 years of age
- High school diploma or GED
- 1 to 2 years previous experience and/or training involving public safety communications or radio communications is preferred or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.
- Must possess and maintain valid I.D.A.C.S. /N.C.I.C. certification. May require possession and maintenance of I.D.A.C.S. Coordinator certification.
- Must possess and maintain a valid EMD certification.
- Ability to keep and maintain records.
- Must be CPR certified to complete certain training classes.
- Must not have a felony arrest or conviction(s).
- Personal conduct and behavior (on duty as well as off duty) must not be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members.
- Ability to operate a variety of automated office machines including fax, computers, copiers, printers, recorders, telephones, and radios.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manuals.
- Ability to use and interpret signals, codes, and law enforcement, fire, and EMS terminology and language.
- Ability to communicate with police, fire, EMS, employees, and the general public.
- Ability to calmly deal with upset, injured, and frantic individuals.
- Must be able to lift forty (40) pounds.
- Any of the above qualifications may be waived by the Sheriff upon request by the Communications Director.

Policy #: 3

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-COMMUNICATIONS OFFICER-EMERGENCY DISPATCHER (ED) (Continued)

All Dispatcher - E911 Operators must:

- Be calm and even tempered.
- Be decisive.
- Be able to process incomplete information, assess the needs, and provide a response.
- Be able to learn from mistakes.
- Be able to remain emotionally unattached in situations.
- Have exceptional speaking/listening skills.
- Be able to work both independently and as part of a team.
- Know and understand the communications system with which he/she works.
- Understand the rules and regulations which affect his/her job.
- Know the geography, the operational policies/procedures and the jurisdictional authority.
- Must be open to learning.
- Show sympathy.
- Be assertive.
- Be professional.
- Be self-confident.
- Be mature.
- Possess a good sense of humor.
- Be dependable/reliable.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 4

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-SERGEANT

Overview

Sergeants are in a position as a public safety professional with the primary assignment of performing work in the protection of life, property, and environment through emergency communications/dispatching services. The Sergeant is an employee of Boone County and hired by the Boone County Sheriff's Office.

The position of Sergeant requires mental concentration, intense at times, performed in a sometimes high stress environment. Technical knowledge, manual dexterity and well-developed oral communications skills are necessary to be successful in this position.

The Sergeant operates as a member of the Boone County Communications Center, a department within the Boone County Sheriff's Office. Sergeants are directly supervised by the Communications Director.

Position Summary

The Sergeant supervises all dispatcher's for their shift. The Sergeant reports to the Communications Director.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 4

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-SERGEANT (Continued)

Duties and Responsibilities

- Oversees all central communication services provided to all participating police, fire, and EMS services in the absence of the Communications Director and/or Communications Assistant.
- Supervises all communication officers on their respective shifts.
- Evaluates and trains, if a trainer, subordinate personnel.
- Receives and responds to complaints from the public, police, fire, and EMS services. Forwards complaints and concerns to the Communications Director.
- Keeps the Communications Director fully advised of all aspects of the operation, including current problems and future needs.
- Attends meetings, seminars, and workshops as required.
- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Must be able to travel for training. Some overnight stays may be required.
- Performs other related essential duties as required.
- Ability and knowledge to carry out the duties and responsibilities of a Communications Officer/ED.
- Ability to work effectively in an office environment.
- Regular and punctual attendance is required of this position.

Position Qualifications

- High school graduate with knowledge of radio communications, or any equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.
- Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members.
- The position may not be filled with any person who has a conviction or arrest for a felony.
- Prefer a minimum of three years' experience with equipment similar to that used by Boone County Communications.

Policy #: 4

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-SERGEANT (Continued)

Position Qualifications continued

- Ability to operate a variety of automated office machines including fax machines, computers, copiers, printers, recorders, telephones and radios.
- Ability to comprehend and correctly use a variety of informational documents including time sheets, radio logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manuals, civil defense emergency radio log, computer manuals, maps, hazmat book, etc.
- Ability to accurately record and deliver information, to explain procedures, maintains confidentiality of restricted information, and follows instructions.
- Ability to use and interpret signals, codes, and law enforcement, fire, and EMS terminology.
- Ability to communicate effectively with law enforcement, fire, and EMS personnel, Commissioners, County Council, Sheriff, 911 Director, Communications Assistant, telephone company personnel, employees, and the general public verbally and in writing.
- Ability to calmly deal with upset, injured, and frantic individuals.
- Must be able to lift forty (40) pounds.
- Any of the above qualifications may be waived by the Sheriff upon request by the 911 Director.

All Sergeants must:

- Be calm and even tempered.
- Be decisive.
- Be able to process incomplete information, assess the needs, and provide a response.
- Be able to learn from mistakes.
- Be able to remain emotionally unattached in situations.
- Have exceptional speaking/listening skills.
- Be able to work both independently and as part of a team.
- Know and understand the communications system with which he/she works.
- Understand the rules and regulations which affect his/her job.

Policy #: 4

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-SERGEANT (Continued)

- Know the geography, the operational policies/procedures and the jurisdictional authority.
- Must be open to learning.
- Show empathy.
- Be assertive.
- Be professional.
- Be self-confident.
- Be mature.
- Possess a good sense of humor.
- Be dependable/reliable.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 5

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-COMMUNICATIONS ADMINISTRATOR

Overview

The Communications Administrator is a full time employee who works directly with the Communications Director and the personnel in the Communications Center. In addition to administrative duties as assigned, the position requires the person to be available to fill in as a Communications Officer on occasion. The Communications Assistant is an employee of Boone County and hired by the Boone County Sheriff's Office. A Communications Officer is a public safety professional with the primary assignment of performing work in the protection of life, property, and environment through emergency communications/dispatching services. As a part time Communications Officer there are requirements of mental concentration, intense at times, performed in an oft times high stress environment. Technical knowledge, manual dexterity and well-developed oral communications skills are necessary to be successful in both positions. The Communications Assistant is directly supervised by the Communications Director.

Position Summary

The Communications Administrator performs administrative duties as assigned. The Communications Administrator reports directly to the Communications Director.

Policy #: 5

Section: GENERAL POLICIES

Title: JOB DESCRIPTION- COMMUNICATIONS ADMINISTRATOR (Continued)

Duties and Responsibilities

- Oversees the scheduling of Communications Officers, including special details.
- Pulls/archives audio (Inform)/video (Exacqvision) recordings as required.
- Coordinates special events/informational programs as required.
- Receives and investigates complaints from the public, police, fire, and EMS services. Forwards complaints, findings and concerns to the Communications Director.
- Attends meetings, seminars and workshops as required.
- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Must be able to travel for training. Some overnight stays may be required.
- Must have the ability to work effectively in an office environment.
- Regular and punctual attendance is required of this position.
- Performs other duties as assigned.

Position Qualifications

- High School Graduate or GED and at least 21 years of age.
- Lawful resident of the United States.
- Must have the ability and knowledge to carry out the duties and responsibilities of a Communications Officer.
- A working knowledge of the Microsoft Office products
- Enthusiastic, career-minded applicants, meeting all skills and abilities requirements, will be trained.
- Successful completion of pre-employment tests to include (but not limited to) written, oral, polygraph, verification of employment history, credit, criminal and BMV background check, and Criticall computerized testing which measures the ability to multi-task in a communications environment. (May be waived if hired from within)
- Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute upon the agency or its' members or unnecessarily endanger the public's trust or confidence in the agency.

Policy #: 5

Section: GENERAL POLICIES

Title: JOB DESCRIPTION- COMMUNICATIONS ADMINISTRATOR (Continued)

- Due to the critical nature of communications with the public that an Emergency Communications Officer has on a daily basis and the high level of scrutiny given our public service applicants, you will be required to undergo extensive background and psychological testing similar to that which a law enforcement officer would undergo. (May be waived if hired from within)
- Ability to operate a variety of automated office machines including fax machines, computers, copiers, printers, TDD, recorders, telephones, radios, etc.
- Ability to comprehend and correctly use a variety of informational documents including time sheets, radio logs, and other reports and records.
- Ability to comprehend a variety of reference/training manuals and documents.
- Ability to accurately record and deliver information, to explain procedures, maintains confidentiality of restricted information, and follows instructions.
- Ability to use and interpret signals, codes, and law enforcement, fire, and EMS terminology.
- Ability to communicate effectively with law enforcement, fire, and EMS personnel, Commissioners, County Council, Sheriff, Communications Director, various vendors, employees, and the general public verbally and in writing.
- Ability to calmly deal with upset, injured, and frantic individuals.

Preferred Skills

- IDACS certified
- CPR certified
- EMD experienced
- Be calm and even tempered.
- Be decisive.
- Be able to process incomplete information, assess the needs, and provide a response.
- Be able to learn from mistakes.
- Be able to remain emotionally unattached in situations.
- Have exceptional speaking/listening skills.
- Be able to work both independently and as part of a team.
- Know and understand the communications system with which he/she works.
- Understand the rules and regulations which affect his/her job.
- Know the geography, the operational policies/procedures and the jurisdictional authority.

Policy #: 5

Section: GENERAL POLICIES

Title: JOB DESCRIPTION- COMMUNICATIONS ADMINISTRATOR (Continued)

- Must be open to learning. Be sympathetic/empathetic.
- Be assertive.
- Be professional.
- Be self-confident.
- Be mature.
- Possess a good sense of humor.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 6

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-COMMUNICATIONS DIRECTOR

Position Summary

The Boone County Communications Director oversees all central communication services provided to all participating police, fire, and EMS services for Boone County. The Communications Director is hired by, and answers directly to, the Boone County Sheriff and Major.

Duties and Responsibilities

- Directs all communications operations on a daily basis.
- Evaluates, trains, and disciplines subordinate personnel.
- Receives and responds to complaints from the public, police, fire, and EMS services.
- Keeps the Sheriff and Major fully advised on all aspects of the operation, including financial status, current problems, and future needs.
- Submits annual budget requests for the communication center to the Sheriff/Major.
- Formulates and recommends policies and procedure changes to the Sheriff/Major.
- Develops and implements new programs with the Sheriff's approval.
- Coordinates purchasing for the Center with the Sheriff/Major and Office Manager. Coordinates computer purchases with the Boone County IT.
- Attends meetings, seminars, and workshops as required.
- Makes public appearances to promote the functions and reputation of Boone County Communications.
- Maintains an agency issued cell phone and can be contacted 24 hours per day.
- Remains on call 24 hours per day (with no movement restrictions).
- Performs other related essential duties as required.

Policy #: 6

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-COMMUNICATIONS DIRECTOR (Continued)

Duties and Responsibilities continued

- Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.
- Must be able to travel for training. Some overnight stays may be required.
- Regular and punctual attendance is required of this position.

Position Qualifications

- High school diploma or GED with knowledge of radio communications, or any equivalent combination of education, training, and experience which provides the necessary knowledge, skills, and abilities.
- The position may not be filled with any person who has a conviction or arrest for a felony.
- Ability to operate a variety of automated office machines including fax, typewriter, computers, copiers, printers, recording equipment, telephones, and radios.
- Ability to assign, review, plan, and coordinate the work of other employees.
- Ability to provide instruction to other employees.
- Recommend the discipline or discharge of other employees.
- Recommend the transfer, promotion, or salary increase of other employees.
- Ability to comprehend and correctly use a variety of informational documents including purchase orders, invoices, time sheets, financial reports, daily radio logs, and other reports and records.
- Ability to comprehend a variety of reference books and manuals including policy and procedure manuals, civil defense emergency radio log, computer manuals, maps, hazmat book, etc.
- Ability to accurately record and deliver information, to explain procedures, maintains confidentiality of restricted information, and to follow instruction.

Policy #: 6

Section: GENERAL POLICIES

Title: JOB DESCRIPTION-COMMUNICATIONS DIRECTOR (Continued)

Position Qualifications continued

- Ability to use and interpret signals, codes, and law enforcement terminology.
- Ability to communicate effectively with law enforcement, fire, and EMS personnel, Commissioners, County Council, Sheriff, telephone company personnel, employees, and the general public verbally and in writing.
- Must be able to lift forty (40) pounds.
- Personal conduct and behavior (on duty as well as off duty) must be such that it does not bring disrepute or unnecessarily endanger the public's trust or confidence in the agency or its members.
- Ability to work effectively in an office environment.
- Ability to calmly deal with upset, injured, and frantic individuals

Policy #: 7

Section: GENERAL POLICIES

Title: FULL TIME WORK SCHEDULE

The communications center will be staffed with a minimum of three (3) on duty at all times on the Day and Afternoon shifts. The Night shift will be staffed with a minimum of two (2). Full-time Communications Officer/EDs are employees of Boone County and work under the Boone County Sheriff's Office. He/she works an 8 hour shift. The dispatchers will work on four (4) and then off two (2).

The Sergeant shall serve as the immediate supervisor to the full and part time staff. The full-time dispatchers shall take employment concerns, requests, and other matters up the chain of command beginning with the Sergeant, then Communications Administrator and ultimately, if necessary, the Communications Director unless specified otherwise within this manual.

The Communications Director will assign shifts. At the Communications Director's discretion, shift bidding will take place.

Overtime shifts are coordinated through an assigned employee with final approval made by the Communications Director. Overtime shifts are generally scheduled beginning with the part-time employees.

The Boone County Communications Center shift hours are as follows:

- Day Shift: 0600-1400
- Afternoon Shift: 1400-2200
- Night Shift: 2200-0600
- Rotating: 4 Days/ 4 Afternoons
- Float/TAC: Contingent upon need. TAC shifts are either 8A-4P or 4P to Midnight. However, the float person may have a multi-shift/time schedule as deemed necessary.

Employees are to be in the Center ten minutes prior to the beginning of their shift to ensure that they can log in to all necessary programs and receive any necessary information from the shift personnel leaving duty.

Each full-time employee of the Boone County Communications Center is eligible for a specific benefit package. The package is determined by the Boone County Council and the Boone County Commissioners. Because of the possibility of change from year to year, this section of the communications manual does not discuss items concerning specific benefits of employment with Boone County. This section discusses operational guidelines for communications staff personnel.

Policy #: 8

Section: GENERAL POLICIES

Title: PART TIME WORK SCHEDULE

The communications department will attempt to fill vacancies, as a first resort, with part-time Communications Officer/EDs. These vacancies generally occur with the use of vacation, sick time, training, other assignments or unexpected absences.

Each part-time Communications Officer/ED will be expected to work at least one 8 hour shift per month in the center and complete all trainings as required. Failure to comply can result in disciplinary action.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 9

Section: GENERAL POLICIES

Title: TIME OFF/REQUESTING DAYS OFF

Other than a Communications Officer/EDs regularly scheduled days off, all other time off requests must be submitted via an email to the designated scheduler(s) and receive approval before taking the day off. No more than 2 persons per day will be allowed vacation/comp days off. Because of exigent circumstances (training, illness, etc.) the Communications Director has the latitude to make whatever changes necessary to staff the center. Time off requests must be completed and submitted to the designated employee, and approved by the Communications Director, in accordance with the guidelines below.

Vacation: Initially, vacation time is allotted by seniority. By January 1st of the upcoming calendar year, half of an employee's vacation time must be recorded. After January 1st, seniority is no longer a factor. By March 1st, the rest of an employee's vacation must be posted. Dispatchers wishing to take Vacation Days must submit a request via the scheduling program to the scheduler(s) at least two (2) weeks prior to the requested days off. Any vacation time off requested in a period shorter than two (2) weeks will require the employee to arrange for his/her coverage. The designated scheduler(s) will not be required to attempt to find coverage for the requested time off. Vacation benefits are earned on a calendar year basis. An Employee will earn vacation time upon the completion of one (1) year of service. Vacation time is credited at the beginning of the calendar year based on their length of service for the upcoming year. Vacation can be used immediately at the beginning of the calendar year with approval of individual's supervisor and vacation days can be utilized in ½ day increments.

The amount of paid vacation time Employees receive each year increases with the length of their employment as shown in the following schedule:

1 year through 4 years	10 Days
5 years through 11 years	15 Days
12 years through 19 years	20 Days
20 years through 29 years	25 Days
After 30 years	30 Days

Personal Days: The number of Personal Days that an employee receives is based upon the number of County designated holidays. Those holidays are set by the County Commissioners and can fluctuate from year to year. Personal days are utilized in lieu of holiday leave/compensation. Half must be used within the first six months of the year and the other half in the second six months. Unused days cannot be carried over. This number will be determined, and employees notified, once the holiday schedule for the year is set by the Commissioners. Communications Officer/EDs wishing to take Personal Days must submit a request via an email to the designated scheduler(s) at least two (2) weeks prior to the requested days.

Policy #: 9

Section: GENERAL POLICIES

Title: TIME OFF/REQUESTING DAYS OFF (Continued)

off. Any personal day requested in a period shorter than two (2) weeks will require the employee to arrange for his/her coverage. The designated scheduler(s) will not be required to attempt to find coverage for the requested time off.

Holidays: In lieu of Holidays off, personal days will be provided. Communications Officer/EDs wishing to take off a designated Communications Holiday must arrange for someone to cover their shift. If they are unable to find coverage they will be expected to be at work.

Dispatcher working for another Dispatcher: Communications Officer/EDs wishing to work for one another must notify the designated scheduler(s) at least one (1) day prior to the swap. Each Communications Officer/ED must notify the appropriate Sergeant(s) of the changes.

Sick Days: Communications Officer/EDs shall, upon commencement of employment, accrue sick leave at a rate of 1 day per month or 12 days per year. A day is based upon 8 hours. Any Member or Employee of the Boone County Sheriff's Office shall, upon commencement of employment as a Merit Deputy, accrue sick leave at a rate of 1 day per month or 12 days per year. Deputies or member can carry over up to a maximum of 90 working days. Sick days shall be used in minimum of 1/2 day increments. In the event the employee is off work more than 3 consecutive working days, the employee shall produce a Physician's statement of illness. This statement is to be given to the Communications Director upon returning to work. In the case of Sick Leave abuse, the Sheriff's Office may designate such leave as Vacation Leave, Leave Without Pay, and/or as grounds for disciplinary action.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 10

Section: GENERAL POLICIES

Title: REPORTING FOR DUTY AND ON-DUTY REGULATIONS

All Communications Center employees will be compensated only for the time indicated on their assigned time sheet or for approved time off that provides for compensation. Each Communications Officer/ED is responsible for completing their time sheet and returning it to the Communications Director at the specified time.

All Communications Center employees serving as on-duty dispatchers are required to log into INTERACT CAD, IDACS, Integrator, TEXtty, RAVE, Mobile CAD and 9-1-1 Vesta systems at their respective consoles at the beginning of their tour of duty.

All Communications Center employees are expected to perform work as required for their position, to their best abilities, and comply with all written guidelines pertaining to their position.

All Communications Center employees serving as an on-duty Communications Officer/EDs are required to be in the communications center for the duration of their shift, with the following exceptions:

- Breaks in work for short periods of time (generally speaking no longer than 10 minutes).
- Job-related errands
- Other job-related work requiring absence from the communications center.
- An absence from the communications center that has been approved by the Communications Director, OIC or Communications Administrator.

While absent from the communications center, all communications department employees serving as on-duty Communications Officer/EDs are required to remain readily accessible for dispatch duty.

Policy #: 11

Section: GENERAL POLICIES

Title: ADDITIONAL RULES GOVERNING THE COMMUNICATIONS CENTER

Listed below are additional rules governing the operations of the communications center and conduct of employees:

- All employees are required to learn and perform all functions listed under their specific job descriptions.
- On-duty Communications Officer/EDs will remain on-duty in the communications center or easily accessible at all times.
- On-duty Communications Officer/EDs will remain on duty until relieved by the on-coming shift.
- The on-duty Communications Officer/EDs will brief the on-coming shift of relevant information.
- Each Communications Officer/ED is responsible for, and will be held accountable for, their actions while on-duty.
- No sleeping while on duty.
- No consumption of illegal drugs.
- No consumption of any alcoholic beverages while on-duty.
- Communications employees will not be on-duty in an intoxicated state.
- Communications employees are required to notify the 911 Director and Shift Supervisor if they are taking prescribed or over-the-counter medications that may impair their job performance.
- No “babysitting” of children is allowed unless exigent circumstances dictate the necessity and the activity has been approved by the Director, Communications Administrator or Supervisor. Not OIC unless a Supervisor.
- No pets, unless an authorized disability companion or BCSO canine unit, are allowed in the communications center. LE K-9s are allowed as necessary.
- No sexual activity while on-duty.
- No destruction of communications property.
- No altering of communications, police, fire or ambulance service documents, records, notices or other property, that is not the personal property of the employee executing the act for personal gain, or to cause willful harm or another.
- No bare feet.
- No feet are allowed on the dispatch furniture.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 12

Section: GENERAL POLICIES

Title: TARDINESS

All Communications Department employees are expected to report to work on time. Unnecessary tardiness is expensive, disruptive, and places an unfair burden on other employees and your Shift Supervisor. Repeated tardiness will result in disciplinary action up to and including suspension and discharge. It will also have an adverse effect on any promotion considerations.

If you are going to be tardy for any reason, notify the communications center at 765-483-3377 as far in advance as possible. It is your responsibility to ensure that proper notification is given. Notification of tardiness is a requirement, but does not make it excused. Asking another employee, friend, or relative to give this notification is not considered proper, except under emergency conditions.

You may make arrangements with another dispatcher to stay until you arrive. In order to do this you must make the request thirty (30) minutes prior to the beginning of your shift. You are then required to pay back the time owed to that dispatcher within that same pay period.

An employee who is late reporting to work will be charged with an unexcused tardy. If notice is given, and the Communications Director and Shift Supervisor do not think it justifies being late, it will be considered an unexcused tardy. Any disciplinary action taken for tardiness will be based on occurrences within a six (6) month period. The following chart shows the discipline that will be administered for unexcused tardiness:

- First Tardy: Counseling
- Second Tardy: Oral Reprimand
- Third Tardy: Written Reprimand
- Fourth Tardy: One (1) day suspension
- Fifth Tardy: Three (3) day suspension
- Sixth Tardy: Discharge

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 13

Section: GENERAL POLICIES

Title: DRESS CODE

All Communications employees will be issued long and short sleeved department shirts. In addition, sweatshirts, jackets or other outer wear with the BCSO logo affixed are approved. These items should be worn when working the console or when working a Special Detail. Each dispatcher will be required to wear the department approved apparel when notified of a tour of the dispatch center or when deemed necessary by the Director, Communications Assistant or Shift Supervisor. All clothing must be presentable and not torn or tattered.

For formal details the approved uniform will be worn.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 14

Section: GENERAL POLICIES

Title: CAUSE FOR DISCIPLINARY ACTION

The following is cause for disciplinary action:

- Being late or failure to report for work.
- Failure to comply with the dress code.
- Failure to complete assignments.
- Failure to pass on information.
- Improper use of any of the computer systems.
- Failure to follow chain of command.
- Purposely damaging any equipment.
- Rudeness on telephone or radio.
- Arguing with Shift Supervisor or any other employee.
- Attempting to cover up errors.
- Failure to handle radio traffic properly.
- Insubordination.
- Failure to follow written guidelines.
- Committing wrongful actions that are considered not within your scope of employment, as determined by the Communications Director.
- Altering or destroying Boone County Central Dispatch property or documents or the property of another for personal gain or willful harm.
- Failure to execute job duties as indicated.
- Breach of Discipline or duty shall refer to and mean the failing or refusal of any dispatcher of the department to obey any policy or procedure of the department or direct order of any immediate superior with reference to operations of the center.
- Conduct unbecoming shall refer to loss of temper and self-control, discourteous treatment of citizens or fellow public safety personnel, or knowingly submitting a false report to the Department.
- Any other conduct that could be considered detrimental to the operation of the BCSO.
- In most cases the stairsteps of Progressive Discipline will apply. Progressive Discipline stairsteps can be found in the BCSO Merit Deputy and Civilian Employee SOGs.

  Depending upon the severity of the violation of the rule/regulation, disciplinary action could result in something as minor as counseling to something as critical as termination.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 15

Section: GENERAL POLICIES

Title: SECURITY OF THE COMMUNICATIONS CENTER

In recognition of the need to continue uninterrupted emergency communications at all times, and to maintain IDACS/NCIC security, restricted access to the Communications Center is to be maintained. No unauthorized/uncleared person will be allowed to enter the Communications Center without the authority of the Communications Director. No one other than the Communications Department employees, authorized BCSO personnel or contractors may enter the Communications Equipment Room without specific permission of the Communications Director.

Policy #: 16

Section: GENERAL POLICIES

Title: RULES GOVERNING THE USE OF THE TELEVISION MONITORS

The primary use of the television monitors in the communications center is for the purpose of monitoring weather conditions in and around central Indiana. The Communications Officer/EDs are permitted to watch television in the communications center under the following guidelines:

- One television monitor will remain on the Weather Channel in order to keep personnel apprised of current/future conditions.
- Regular television programming may be viewed on another television monitor.
- No pornographic or untoward programs shall be viewed.
- Watching regular programming shall not interfere with the performance of the Communications Officer/EDs job duties.
- Television viewing may be discontinued by the Communications Director or Shift Supervisor whenever deemed necessary.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 17

Section: GENERAL CALL HANDLING

Title: INTRODUCTORY COMMENTS

The telephone is the most available and therefore the most important means of access a citizen has of obtaining the services of a public safety department. It is the primary link between the user and the provider of emergency services. The telephone is the fundamental method of communications within the department and is the chief means of communications between departments.

When you open a telephone line and prepare to speak, you are about to meet someone and engage in a conversation which is as important as a face-to-face visit. You then become the "Fire Department" the "Police Department" and/or the "Ambulance Service" to the caller. A good Communications Officer/ED will exert every effort to meet the needs of a caller requesting assistance or information.

In dealing with citizens, departmental personnel, neighboring departments and all others, the dispatcher will make every effort to be courteous on the telephone. Courtesy not only includes what is said, but how you say it.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 18

Section: NOTIFICATIONS POLICIES

Title: EMERGENCY 911/ADMINISTRATIVE TELEPHONE BACK UP

I. PURPOSE

Establishes guidelines for transferring incoming emergency calls to an alternate location or number in the event the Boone County Communications Center's primary phone system becomes inoperable. This policy also relates to the use of the IN911 MEVO backup phones as the temporary telecommunications system during events that disable the primary AT&T 911 and Administrative phone systems.

II. POLICY

Upon discovering the failure of the Boone County Communications Center primary telephone system (AT&T) the Communications Officer/EDs shall take immediate action by sending a RAVE alert to the Community Group advising that the Comms Center is experiencing line issues and the trouble is being investigated. This will spawn alerts to Facebook, Twitter, email, text and voice alerts to those citizens that have opted in. Communications Officer/EDs shall begin the process of re-routing calls as indicated below using the three response phases. To effectively implement Phase I immediately, the OIC or Senior CO/ED must analyze the situation and direct the duties described below to be completed simultaneously by other dispatchers.

III. CONSIDERATIONS

A. Has the 911-call processing failed? If so follow the procedures as defined in Phase I.
B. Events may include the following;

a. 911 Calls are ringing into the PSAP, but are not able to be processed successfully.
b. 911 Calls ringing into the PSAP are only being received on 1 or 2 stations.
c. All primary AT&T phones are completely inoperable and the monitors are out of service.
d. NOTE*: All MEVO phones have outbound dialing capabilities by dialing 1+ or the 10 digits directly.*

C. Are the 911 and administrative phone lines interrupted? If so follow the procedures defined in Phase II to re-direct calls to the MEVO phones.
D. Are the 911 calls serviceable, but the administrative lines are down? Follow the procedures defined in Phase III to activate administrative line service on the MEVO phones.

IV. PROCEDURES

A. The following steps shall be taken without delay. The Supervisor or senior dispatcher on duty shall assign the tasks below. These tasks may have to be overlapped depending upon the number of Communications Officer/EDs in the center at the time of the failure. The supervisor or OIC will make the determination.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 18

Section: NOTIFICATIONS POLICIES

Title: EMERGENCY 911/ADMINISTRATIVE TELEPHONE BACK UP (continued)

Phase I - Response Plan - Transfer 911Calls to Clinton County Communications Center

Supervisor, or CO/ED #1: Shall immediately notify the AT&T Resolution Center (1-888-424-3911) of the failure and request all Boone County 911 calls be transferred to the Clinton County Communications Center. (765-654-4463) (*Use MEVO phones or cell.)*

CO/ED #2: Shall immediately notify the Clinton County Communications Center of the failure and that all Boone County 911 Calls will be transferred to their department. (Clinton County 765-654-4463)
(Use MEVO phones or cell.)

CO/ED #3: Flip the alternate route switch located on the box just to the right of Console 1 for 911 calls to be forwarded to the Clinton County Communications Center. Upon completion, dial 911 to confirm calls are being received properly.

CO/ED #4: Shall broadcast that the BC Communications Center has transferred all 911 traffic to Clinton County. May have to operate on hand held portables if base radio has failed.

CO/ED #4: Shall immediately notify the BCSO and PDFD email groups of the telephone failure.

B. The following steps shall be taken by the Director or designee to transfer 911/administrative calls to the Boone County Communications Center's MEVO phones:

Phase II - Response Plan- Redirect 911 Calls to MEVO Telephones

Director or Designee: Prior to transferring 911 calls to the MEVO phones at the Boone County Communications Center a complete assessment of the systems (radio, CAD, etc.) should be completed.

Director or Designee: Ask the INdigital Help Desk (260-469-2010) to re-route our wireless 911 calls to the MEVO phones. Contact the AT&T Resolution Center (1-888-424-3911) and ask that they re-route our wireline 911 and admin lines from the Boone County Communications Center to the MEVO phones (844-680-0024). DO NOT RELEASE THIS NUMBER TO THE PUBLIC.

It may take a few minutes to configure the system.

Director or Designee: Notify the Statewide 911 Board (317-234-8362) of the operational status of the Communications Center. *After business hours you might not get a response*

Policy #: 18

Section: NOTIFICATIONS POLICIES

Title: EMERGENCY 911/ADMINISTRATIVE TELEPHONE BACK UP (continued)

Director or Designee: Provide updates to PDFD and BCSO email groups as to the status of the Center.

C. Transferring Administrative calls to the Communications Center if it appears the AT&T system is inoperable for an extended period.

Phase III - Response Plan - Redirect Administrative calls to MEVO Telephones

Director or Designee: Contact INdigtal (260-469-2010) and ask them to redirect wireless administrative calls to our MEVO phones.

Director or Designee: Contact the AT&T resolution center (1-888-424-3911) and request all wireline administrative calls be rerouted to the Boone County Communications Center MEVO phones. (844-680-0024) DO NOT RELEASE THIS NUMBER TO THE PUBLIC.

If needed by the AT&T Resolution Center our PRI Circuit ID is CEH2FY9. This identifier is also known as the CAC

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 19

Section: GENERAL POLICIES

Title: SOCIAL MEDIA

I. PURPOSE

Establishes guidelines for the use of Social Media while on duty/off duty.

II. POLICY

Boone County Communications personnel may use Social Media on duty if they are not posting personal information, information about work, work related items or violating any procedure listed below. Exceptions are to share posts from the Boone County Sheriff's Office social media accounts to get information out to the public or to research information that could benefit an investigation or incident with approval of a supervisor or public safety official making the request. Social Media is defined as any of the following, but not limited to: Facebook, Twitter, Pinterest, YouTube, Wikipedia, Yelp, Flickr, Second Life, Yahoo Groups, internet forums/blogs. Employees are fully responsible for what they choose to post on line.

III. PROCEDURES

I. Communications employees may use Social Media to research information that could benefit an investigation or incident with approval of a supervisor or public safety official making the request. Entries shall be added to the notes of the Computer Aided Dispatch report that this action has been utilized.

II. Photographs taken from inside the Communications Center shall NOT be posted on any Social Media unless approved by the Director or Comms Administrator.

III. Employees on or off duty shall NOT post any, confidential or otherwise, information related to the specific duties of public safety officials. Information gained through the official operational duties at the Communications Center is considered confidential and SHALL NOT be released.

IV. Employees are free to express themselves as a private citizen on social media sites while **not** on-duty to the degree that their speech does not:

1) Impair working relationships of the Boone County Communications Center or any of its' member agencies for which loyalty and confidentiality are important,
2) Impede the performance of their duties.
3) Impair discipline and harmony among co-workers.
4) Negatively affect the public perception of the Boone County Communications Center, its' member agencies or the Boone County Sheriff's Office.

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 20

Section: GENERAL POLICIES

Title: SOCIAL MEDIA (continued)

V. Employees should be mindful when using social media. Their speech becomes a part of the worldwide electronic domain and postings should be considered permanent. Additionally, employees are cautioned that their speech, on or off-duty, made pursuant to their official duties which owes its' existence to the employee's professional responsibilities, is not protected speech under the First Amendment and may form the basis for discipline if deemed to be detrimental to the Boone County Communications Center, its' member agencies or the Boone County Sheriff's Office. Employees should be mindful that their speech and related activities on social media sites reflects upon themselves, the Boone County Communications Center and the Boone County Sheriff's Office.

VI. Employees should be aware that privacy settings and social media sites are constantly in flux and they should never assume personal information posted on such sites is protected.

VII. Employees should expect any information created, transmitted, downloaded, exchanged or discussed in any public online forum may be accessed by the Boone County Communications Center/Boone County Sheriff's Office management at any time without prior notice.

VIII. Employees should be aware that they may be subject to personal civil litigation for:

1) Publishing or posting false information harming the reputation of another person, group or organization.
2) Without their permission, publishing or posting private facts/personal information about someone that has not been previously revealed to the public, is not of legitimate public concern and would be offensive to a reasonable person.
3) Using someone else's name, likeness or other personal attributes without the person's permission.
4) Publishing the creative work of another, trademarks or certain confidential business information without the permission of the owner/creator.

IX. This procedure is to be used in conjunction with all other relevant Department regulations, rules, policies and procedures.

Policy #: 21

Section : CALL HANDLING

Title: INCIDENT ADDRESS & PHONE NUMBER VERIFICATION NON-EMERGENCY LINES

I. PURPOSE: To provide all Communications Officer/EDs with approved procedures for obtaining and verifying addresses and phone numbers.

II. POLICY: Address verification shall be completed in a standardized manner following approved practices and procedures as contained in this policy.

III. PROCEDURE:

ANSWERING NON-EMERGENCY PHONE LINES

All non-emergency phone lines will be answered in the following manner: "Boone County Communications Center, how may I help you".

If an address is needed, and the caller is unable to provide a numeric address, the Communications Officer/ED will state, "Please give me the best location that you have for the incident." "Please repeat the location for verification?" The Communications Officer/EDs will then ask for and verify the phone number.

For obtaining/verifying a precise location, the Communications Officer/ED will confirm with the caller the city, town, county, etc.of the incident/complaint/information.

CAD SYSTEM ENTRY AND VERIFICATION

When a CAD entry is necessary the Communications Officer/EDs will enter the address or location provided by the caller into the CAD system using the most accurate information available from the caller. He/she will geo-verify the entered address/location by ensuring that CAD returns a valid address or location and it matches the initial information entered and obtained from the caller. Communications Officer/EDs will adhere to the CAD recommendations as provided. If a discrepancy arises, such as no recommendations or possibly incorrect recommendations, choose the best immediate option and send an email notification to the CAD ISSUES group.

Where ANI/ALI information is not available, the caller is not at the actual location of the incident or the caller was not understood the Communications Officer/ED will verify the address (or location) by stating the following: "Please repeat the address/location for verification?" Ensure that the city, town, county, etc. is acquired.

For all non-residential locations, the Communications Officer/ED will obtain all necessary access information, which may include: building name, business name, floor number, office or suite number, specific entrance instructions, and intersection or street segment (for roadway incidents).

BOONE COUNTY COMMUNICATIONS CENTER

Policy #: 22

Section : CALL HANDLING

Title: VEHICLE PURSUITS

I. PURPOSE: Establishes guidelines for the Boone County Communications Center handling of pursuits.

II. POLICY: It is the policy of the BCCC to direct or be directed to enhance communications between the responding officers participating in a pursuit.

DEFINITIONS

Pursuit- a person who knowingly or intentionally flees from a law enforcement officer after the officer has been identified, by visible or audible means and has ordered the person to stop with the intent to detain.

Termination of a pursuit- When the offender stops (voluntarily or involuntarily), the involved officer stops pursuing on his/her own volition or is ordered to stop pursuing the vehicle pursuant to his/her department policy/procedures.

III. PROCEDURES

A. Upon notification from an officer that a pursuit is in progress Communications Officers shall immediately broadcast on all channels that a pursuit has been initiated and for all other units to switch to County Wide. The pursuing unit will remain on his/her initial channel for as long as possible.

1. Advise all units, not calling the pursuit, to hold all non-emergency radio transmissions.

2. Should the pursuit extend outside of Boone County to the South or East, units shall be directed to switch to H-MA1(includes Hendricks).

    a. Pursuits extending outside Boone County to the North or West (includes Montgomery), Communications Officers shall advise units to switch to D-MA1. Should exigent circumstances present themselves where a pursuit enters other regions the officers should be advised to switch to SW-MA1.

B. Use discretion and brevity in all radio transmissions utilizing simple, plain English. Refrain from using codes or ten signals.

C. Upon learning of any potential hazards or deployment of STOP-STICKS ahead of the pursuit, Communications Officers shall broadcast immediately to the pursuing officer(s).

D. Communications Officers shall document all pertinent information and pursuit locations into CAD as soon as possible.

E. Communications Officers must maintain control of all radio communications within the Communications Center.

1. The primary Communications Officer shall handle/monitor the pursuit on the appropriate channel. All other Communications Officers shall maintain the other police/fire operations and aid the primary as needed.

F. When possible, obtain the BMV information regarding the pursued vehicle, check for outstanding wants or warrants and provide that information to the pursuing law enforcement officers as soon as it becomes practical.

G. Upon termination of the pursuit, and a directive received from the OIC, Communications Officers shall broadcast the status of the pursuit and that officers may resume normal radio traffic.

H. This procedure is to be used in conjunction with all other relevant Department regulations, rules, policies and procedures.

Enforcement Operations Captain (002).pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Boone County Sheriff's Office Job Description

Job Title:	Enforcement Operations Captain	**Reports to:**	Operations Commander
Department/Group:	Enforcement Division	**Shift:**	As Required or Assigned
Location:	BCSO	**Travel Required:**	Minimal
Level/Salary Range:		**Position Type:**	Full Time
HR Contact:	Brittany Hicks	**Date posted:**	
Will Train Applicant(s):	Yes	**Posting Expires:**	
External posting URL:	www.boonecountyindianasheriff.com		
Internal posting URL:	www.boonecountyindianasheriff.com		

Applications Accepted By:	
Personal or Email:	**Mail:**

Job Description

Role and Responsibilities

The Enforcement Operations Captain will be assigned to the road. The overall responsibility will be to assist the Operations Commander with any and all duties assigned by that position.

- Responsible for overseeing all scheduling of the enforcement division
- Assist the Support Services Captain with special details when needed
- Responsible for Enforcement Division shift supervisors
- Any and all other duties assigned by superior officers
- Probationary status is in effect for one year after appointment

Role and Responsibilities for the Road Include

Performs a full range of police duties necessary to enforce the law. Investigates complaints, maintains order, aids individuals, and identifies criminal offenders. Identifies law enforcement problems, resolves conflicts, and provides other police services to the public as necessary. Performs a variety of unplanned physical tasks which include the restraining of violent individuals or animals, running as fast as possible while chasing, climbing fences and responding to EMS and rescue emergencies. Officers must handle gun belts, street barricades, EMS equipment such as oxygen, drug boxes, patients, and stretchers. Decisions within areas of responsibility are made independently. Supervision received is general. Daily work plans are established with periodic review of progress. There is frequent interaction with the general public.

The following duties are normal for the position. These are not to be construed as exclusive or all-inclusive; other duties may be required and assigned.

- Observes, detects, and apprehends violators of traffic and other laws.
- Observes and takes appropriate actions regarding physical hazards and illegal criminal activities.
- Responds to emergency calls and assists fire and EMS services as necessary.
- Conducts investigations of incidents occurring on the shift.
- Determines appropriate action to be taken at each incident.

- Completes a written report of all activities during a shift.
- Completes State of Indiana forms when required for an incident.
- Completes departmental forms, logs, and summaries related to the processing of evidence.
- After reviewing reports, makes necessary referrals to Social Services, Juvenile Probation, the Prosecutor's Office, and private organizations
- Reviews necessary reports and documentation of incidents.
- Provides testimony concerning each incident.
- Performs other such duties as assigned by other superior officers

Qualifications and Education Requirements

- At a minimum of ten years of law enforcement experience
- Three years minimum at the rank of Sergeant in any division within the Boone County Sheriff's Office

Preferred Skills

Since this position requires direct supervision to subordinates this position will need to have excellent personnel management skills. This position must be able to provide excellent time management skills and communications skills. All these skills should be proven both verbally and by written means. This position must have leadership abilities that do not need daily supervision to complete operational goals and objectives. This position must be able to follow written and oral instruction. This position must have the leadership and decision making skills to complete tasks in the most efficient and timely manner.

Written By:	Sheriff Mike Nielsen	Date:	
Approved By:	Sheriff Mike Nielsen	Date:	
Last Updated By:	Brittany Hicks	Date/Time:	11/21/2018 8:29AM

FACT SOGs.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

October 10, 2011

To: Sheriff Ken Campbell
Chief Tom Garoffolo
Chief Rob Knox
Chief Dennis Anderson
Prosecutor Todd Meyer

From: Major Mike Nielsen

Subject: SBI-FACT "CRASH" Team SOG's

Department Heads,

Attached to this letter you will find five copies of the Standard Operating Guidelines for the multi-jurisdictional SBI-FACT "CRASH" Team. These guidelines are the latest version that was developed from changes suggested at last week's final implementation meeting. Those changes have been incorporated into this document. Also included in this document is the latest TEAM roster for both teams. That team list is attached at the end of the SOG's.

The very last page is the signature page. I would respectfully ask each of you to sign each document so that we can have five original copies. Once each copy has been signed we will send an original document to each agency for their records.

We are currently on track to begin implementation of these teams on October 15th, 2011. The on-call schedule has been worked out between both teams. The Boone County Communicators Center will have a copy of these SOG's and will understand the protocol on when to page the team out.

We have accomplished so much in so little time in forming these teams. Being able to implement and organize these teams in the short amount of time we have had would not have been possible without your dedication and commitment to seeing this project a success.

I look forward to the implementation date.

Mike

Major Mike Nielsen, Chief Deputy
Boone County Sheriff's Office

Sheriff Ken Campbell
Boone County Sheriff's Office

Chief Tom Garoffolo
Lebanon Police Department

Chief Rob Knox
Zionsville Police Department

Chief Dennis Anderson
Whitestown Police Department

Prosecutor Todd Meyer
Boone County Prosecutors Office

Boone County SBI-FACT

"CRASH" Team

Standard Operating Guidelines

(Revised 10-10-2011)

A. Crash Investigation Team

a. The Law Enforcement agencies located within Boone County shall utilize the crash investigation team approach to investigate certain types of traffic crashes that occur within Boone County. The Boone County Crash Team will investigate, at the discretion of the Team Leaders or the respective Department Head (or designee) , any crashes that:

i. That involves serious bodily injury

ii. That involves life threatening injuries

iii. That involves a fatality

iv. That is complex in nature, requiring additional resources and/or technical assistance

v. Where there is a possibility of felony charges being filed and responding officers/deputies require technical assistance

vi. That involves a public safety vehicle and results in injury to any party involved

B. Team Members

a. The Boone County Crash Team will consist of individuals from the Lebanon Police Department, Whitestown Police Department, Zionsville Police Department, and Boone County Sheriff's ~~Department~~ Office. The Boone County Prosecutor's Office will also have a representative/prosecutor assigned to the Crash Team.

b. Members of the Boone County Crash Team shall consist of individuals that are appointed and/or chosen by their respective Department Heads and approved by the Crash Team Leaders and Coordinator(s).

C. Duties

a. The on call Crash Team Leader shall be considered the lead investigator for crashes that occur while he/she is on call.

b. The Crash Team Leader will have the overall responsibility for the reporting and investigation of the crash and will serve as the contact person for the Boone County Prosecutor's Office.

c. Each Crash Team Member will have pre-assigned responsibilities, which will be determined by the member's specialty or level of training.

d. The specially trained personnel will perform tasks to include, but not limited to:
   i. Measure and diagram the crash scene
   ii. Photograph and video the scene and vehicles for evidentiary purposes
   iii. Interview participants and witnesses
   iv. Inspect and diagram the vehicles involved
   v. Obtain medical records
   vi. Collect evidence at the scene, hospital, and other areas as necessary
   vii. Obtain search warrants when required and/or necessary
   viii. Prepare a detailed crash report

D. Initial Response

a. When a crash scene is stabilized, or as soon as possible, and the responding law enforcement officer(s) feel that the crash meets one of the criteria listed in Section A, he/she will contact his/her supervisor (if necessary) to request the on-call Crash Team Leader be notified. If the on-call Crash Team Leader is not able to be reached, then the other Crash Team Leader shall be notified.

b. If the Crash Team Leader is on duty and available, then he/she shall respond to the scene to determine if the Crash Team will be called to investigate the crash.

c. If the Crash Team Leader is off-duty, then he/she will be contacted by an Officer/Deputy at the scene and provided with as much information as possible to assist the Crash Team Leader in making the determination if the Crash Team will be called to investigate the crash.

d. The final determination to activate the Crash Team will be the decision of the Crash Team Leader(s) and/or any respective Department Head (Police Chief, Sheriff, and/or their designee).

e. If it is determined that there is a possibility the crash will be investigated by the Crash Team, initial responding officer will secure the crash scene restricting entry to only those absolutely necessary, preserve any evidence, leave vehicles in their final resting location (including motorcycles, bicycles, and moped/scooters) and defer the dispatching of any wreckers to the Crash Team Leader(s).

f. Once the Crash Team Leader arrives at the scene, he/she will meet with the initial responding officers to obtain and gather any and all pertinent information concerning the crash, including whether the crash involved any suspected impaired driver (alcohol and/or drugs) or any suspended/unlicensed driver(s).

g. If, after meeting with the initial responding officers, it is determined that the crash does not meet the criteria or will not be investigated by the Crash Team, the Crash Team Leader will disregard the responding Crash Team Members and the Crash Scene will be turned back over to the initial responding officers/deputies, who will be responsible for completing all paperwork related to the crash.

h. If, after meeting with the initial responding officers, it is determined that the crash does meet the criteria and will be investigated by the Crash Team, the Crash Team Leader will take command of the scene and direct the investigation and team members on their assignments.
    i. The Crash Team Leader may disregard any Crash Team Member that is not needed to respond or reassign them to another task(s).

i. Any crash investigated by the Crash Team will be done using the Case Number of the Law Enforcement Agency whose jurisdiction the crash falls within, unless otherwise determined by the Crash Team Leader.

E. At Scene Investigation

a. The Crash Team Leader will assume command of the scene and be responsible for directing the investigation and assignments of all Crash Team Members.
    i. Crash Team Members will typically perform their pre-assigned duties; however, may be reassigned to assist in other areas if they are not needed for the pre-assigned task or once they have completed their assigned task(s).
    ii. Officers from the initial responding Law Enforcement Agencies may be used as support personnel (if needed); however, should not be used as substitutes for the Crash Team Members unless absolutely necessary and approved by the Crash Team Leader(s).

b. The Crash Team Leader will contact the Deputy Prosecuting Attorney assigned to the Crash Team, or the on-call Deputy Prosecuting Attorney in their absence, and inform them of the nature of the investigation.

i. If there is a possibility of criminal charges being filed as a result of the crash, the Deputy Prosecuting Attorney will be requested to respond either to the Crash Scene or Hospital and assist in an advisory capacity.
ii. If there is no possibility of criminal charges being filed as a result of the crash, the Crash Team Leader, at his/her discretion will not be required to contact the Deputy Prosecuting Attorney.

c. The Crash Team Leader will assign a Crash Team Member, preferably an Evidence Technician, the responsibility of photographing and/or videotaping the crash scene.

d. All measurements will be taken at the discretion/direction of the Crash Team Reconstructionist and/or Crash Team Leader.

e. A general vehicle examination will be conducted at the scene; however, vehicles will not be searched at the scene unless there are exigent circumstances (such as, but not limited to, the potential loss or contamination of blood/bodily fluid evidence).

f. The Crash Team Leader will decide:
   i. When to have wreckers dispatched to the crash scene.
   ii. Where the vehicle(s) will be taken to be stored in a secure location, preferably an indoor location, until any needed warrants can be obtained and the vehicles processed by Evidence Technicians or other appropriate personnel.
   iii. Who will follow the vehicle(s) to the secure storage location, thus maintaining the chain of custody (Evidence Technician would be preferred, but could be done by any Crash Team Member or Initial Responding Officer).
   iv. When the vehicle(s) can be removed from secure storage and taken to the initial responding wreckers' impound lot.
   v. When any and all holds placed on the vehicle(s) involved can be removed.

F. **Crash Reconstruction**
   a. The Crash Team Reconstructionist will be responsible for performing the following duties:
      i. Ensure that all necessary scene photographs are taken.
      ii. Determine the location(s) of the vehicles involved and relevant items of physical evidence.
      iii. Take accurate measurements.
      iv. Prepare all necessary documents.
      v. Assist with the execution of search warrants on the involved vehicle(s).
      vi. Conduct examinations of the vehicle(s) involved.
      vii. Prepare a reconstruction report in a timely manner.
      viii. All duties associated with Accident Reconstruction.

ix. Assist with any other duties as determined or assigned by the Crash Team Leader.

G. OWI/DRE Specialist

a. The OWI/DRE Specialist will be responsible for the following:
   i. Evaluating any driver involved in the crash that is suspected of being impaired by either alcohol and/or drugs.
   ii. Performing field sobriety and/or a Drug Influence Evaluation on any driver suspected of being impaired by either alcohol and/or drugs.
   iii. Collecting toxicology samples from any driver suspected of being impaired by either alcohol and/or drugs in accordance with Section H of this document and Current Indiana Code.
   iv. Completing the following paperwork on any driver they have evaluated:
      1. Supplemental Report
      2. Indiana State Form 44213, Affidavit for Probable Cause, if necessary
      3. Drug Influence Evaluation Report, if necessary
      4. Blood/Bodily Fluid Search Warrant Affidavits, if necessary
   v. Any other task(s) as assigned by the Crash Team Leader.

b. The OWI/DRE Specialist will be directed to respond to either the Crash Scene or the Hospital by the Crash Team Leader, depending on the location of the suspected impaired driver.
   i. If the crash involves multiple impaired drivers, the Crash Team Leader will attempt to contact additional OWI/DRE Specialists and direct them to the appropriate location(s).

c. The OWI/DRE Specialist will evaluate all drivers involved in the crash to determine if they are possibly impaired by either alcohol and/or drugs, if possible.
   i. If the OWI/DRE Specialist is directed to a hospital, it will be the responsibility of the Crash Team Leader or his/her designee to evaluate all drivers involved to determine the possibility of impairment by either alcohol and/or drugs.

d. The OWI/DRE Specialist may be disregarded, at the discretion of the Crash Team Leader, or reassigned to another task(s) if there is found to be no impaired driver(s) involved in the crash.

H. Toxicology Sample Collection

a. The Crash Team Leader or his/her designee shall obtain, or attempt to obtain a blood and urine sample from all drivers of vehicles involved in a crash resulting in either serious bodily injury and/or death, pursuant to Indiana Code 9-30-7.

i. The OWI/DRE Specialist will be responsible for obtaining blood and urine samples on all drivers that are suspected of being impaired by either alcohol and/or drugs.

b. The Crash Team Leader shall assign a Crash Team Member, or Initial Responding Officer if there are no Crash Team Members available, to take the driver(s) to the proper facility to obtain a blood and, if needed, a urine sample for a chemical test and ensure the sample is collected in accordance with Indiana Law.

c. If the driver(s) is/are injured and requires medical attention, the Crash Team Leader shall assign a Crash Team Member, or Initial Responding Officer if there are no Crash Team Members available, to respond to the medical facility where the driver(s) have been taken to obtain a blood and, if needed, a urine sample for investigative purposes.

d. If the driver(s) are unable to be informed of the Indiana Implied Consent and unable to provide consent to take a blood and urine sample and are suspected of being impaired by either alcohol and/or drugs, the OWI/DRE Specialist, Crash Team Leader, or designee shall:

i. Complete a Blood and/or Bodily Fluids Search Warrant Application and Affidavit of Probable Cause.

ii. Consult with the Deputy Prosecuting Attorney assigned to the Crash Team regarding the search warrant and status of the suspected driver(s).

iii. Obtain both a blood and urine sample once a search warrant is obtained and provided to the facility.

e. If the driver(s) are unable to be informed of the Indiana Implied Consent and unable to provide consent to take a blood sample and are suspected of being impaired on either alcohol and/or drugs, the Crash Team Member or Officer assigned to obtain a Toxicology sample may, if time is of the essence and after consulting with the Team Leader and/or Deputy Prosecuting Attorney, prepare and present a written certification to the facility pursuant to Indiana Code 9-30-6-6 to obtain a sample.

f. The Crash Team Member or Responding Officer shall at no time interfere medical treatment to obtain a toxicology sample.

g. The Crash Team Member or Responding Officer obtaining the blood and/or urine sample shall:

i. Document the facility where the sample was taken.

ii. Document the time the sample(s) was collected.

iii. Document the identity of the person who collected the sample(s).

iv. Complete a supplemental report documenting the behavior and any observations of the driver(s).

h. The Crash Team Member or Responding Officer obtaining the sample(s), shall, in accordance with agency policies and maintain the chain of custody, deliver the sample to Witham Health Services Toxicology or Witham Health Services Laboratory, as determined by the Crash Team Leader.

i. If any Crash Team Member or Initial Responding Officer discovers a reason and/or evidence that leads them to believe a driver(s) is impaired by either alcohol and/or drugs, he/she shall immediately notify the Crash Team Leader, who will in turn notify the Deputy Prosecuting Attorney.

j. If the Crash Team Leader, after consulting with the Deputy Prosecuting Attorney, determines that Probable Cause Exists that the driver(s) have committed a criminal offense that will result in the filing of criminal charges, he/she may authorize the arrest of the driver(s).
    i. The Crash Team Leader is the only person authorized to order the suspect driver(s) to be arrested and incarcerated and will be made after consultation with the Deputy Prosecuting Attorney.

k. If the investigation requires additional follow up at a hospital or medical facility, the Crash Team Leader shall assign a Crash Team Member to travel to the appropriate location(s) for follow up:
    i. The Crash Team Member will wait until given permission from medical personnel before speaking with the suspect/victim/witness.
    ii. The Crash Team Member will record any statements made, if possible.

I. Medical Records

a. The Crash Team Leader shall ensure the following responsibilities have been assigned:
    i. Obtaining photographs of all injuries, where appropriate.
    ii. Obtaining all consent to release medical records from victims and/or family members.
    iii. Contacting the coroner regarding those fatally injured and request that an autopsy be conducted.
    iv. Attending the autopsy, along with an Evidence Technician if available, and ensuring that all necessary photographs are taken and evidence collected.

J. Witness and Driver Statements

a. Witnesses to the crash or anyone with pertinent information regarding the crash shall be identified and can include, but not limited to, the following:
    i. Drivers of vehicles involved in the crash.
    ii. Passengers/Occupants of vehicles involved in the crash.

iii. Drivers of other vehicles in the area of the crash.
iv. Passengers/Occupants of other vehicles in the area of the crash.
v. Bystanders in the area of the crash.
vi. Person(s) who have had recent contact with the driver(s) of the vehicles involved in the crash.

b. Crash Team Members shall obtain the following information from the driver(s) of the vehicle(s) involved in the crash or any witnesses:
   i. Legal Full Name.
   ii. Date of Birth.
   iii. Current Address.
   iv. Current Telephone Number (or other means of contacting them).
   v. Location at time of crash.
   vi. Relationship, if any, to any driver(s) or victim(s) of the crash.

c. Recorded statements shall be taken from all witnesses, especially the driver(s) and occupant(s) of the vehicle(s) involved in the crash.

d. Recorded statements may be taken at a location to be determined by the Statement Specialist and/or Crash Team Leader, taking the physical and emotional condition of the witnesses into account.

e. If appropriate, arrangements can be made by the Statement Specialist, after consultation with the Crash Team Leader, to obtain the statement at a future time and location; however, must be completed in a timely manner.

f. If a recorded statement will be obtained at a future time and location, the Statement Specialist or Crash Team Member will obtain all pertinent information regarding the crash while the events are still fresh in their memory.

g. In addition to an audio and/or video recorded statement, the driver(s) and witness(es) should complete a written statement, as well.

h. The Statement Specialist or Crash Team Member taking the statements will be required to complete a supplemental report documenting the statement and any knowledge or information gained as a result of the interview.

i. Statements from the driver(s) and witness(es) should include the following:
   i. Time of Crash.
   ii. Road Conditions and Hazards.
   iii. Weather Conditions.
   iv. Lighting Conditions.

v. Observations of Driving Behavior.
vi. Observations of any injuries or complaints of injuries by persons involved in the crash.
vii. Attempts to obtain assistance.
viii. Efforts to aid injured persons.
ix. Observations of Drivers of Vehicles in the Crash (emphasis on impairment).
x. Observations of items found in or near Vehicles.

K. Evidence Collection

a. If it is determined that there is a possibility for criminal charges or further investigation is needed, all vehicles involved in the crash will be impounded at a secure location with an "investigative hold" placed on the vehicles.

b. The vehicles should be stored at a facility in a manner that will minimize potential tampering or exposure to the elements. Inside storage is preferred.

c. Search Warrants shall be obtained for all impounded vehicles that are subjected to the following:
   i. Further detailed photographs of all damage, contents, appearance, and condition, including any portions of the vehicle that have left marks or evidence at the crash scene, and all observable mechanical conditions.
   ii. Hair, blood, and other samples of human tissue may be collected.
   iii. Any alcoholic beverage containers containers (including coolers or other containers which hold them) shall be photographed where found and seized as evidence.
   iv. The vehicles may be weighed and measured for a proper assessment of damage.
   v. Any data storage devices, such as airbag deployment modules, shall be seized and their data downloaded and analyzed.
   vi. A mechanical examination of the vehicle to determine whether the crash was due to mechanical failure.

d. Upon completion of the search warrant, impounded vehicle can be placed into a general impound lot, at the direction of the Crash Team Leader.

e. Vehicles that have been impounded due to an investigation by the Crash Team can only have their "investigative hold" released by the Crash Team Leader(s).

f. If the charges have been or will be filed by the Deputy Prosecuting Attorney and the suspect has an attorney, attempts to allow the suspect's attorney to view the vehicle prior to release shall be made in writing.

g. The Evidence Technician will ensure that any samples or evidence collected are sent to the Indiana State Police Laboratory for analysis in a timely manner.
    i. Items to be taken to the Indiana State Police Laboratory for testing will be determined by the Crash Team Leader and Deputy Prosecuting Attorney.
    ii. The Crash Recosntructionsit will have the responsibility of having the data retrieved from the data storage devices in a timely manner.

h. All evidence collected as a result of the Crash Team Investigation will be placed into the Property Room of the Law Enforcement Agency in which the Evidence Technician is employed.

L. Case Preparation

a. Once the investigation has completed or is nearing completion and all evidence has been collected, the Crash Team Leader(s) will be responsible for the ensuring the following have been completed:
    i. Indiana Standard Crash Report
    ii. Case Report with Detailed Narrative
    iii. Supplemental Reports from all Crash Team Members involved
    iv. Supplemental Reports from all Initial Responding Officers/Deputies Involved
    v. Reconstruction Report
    vi. Photographs
    vii. Video, if available
    viii. Dispatch Logs / CAD History
    ix. Dispatch Audio Tapes – Radio and 911 Calls
    x. Evidence Collection Sheet
    xi. Chain of Custody Forms
    xii. Witness Statements – Written Form
    xiii. Witness Statements – Recordings
    xiv. Driver's Statements, if possible
    xv. Toxicology Samples Collected
    xvi. Toxicology Samples Results, when available
    xvii. Responding Fire and EMS Reports
    xviii. Medical Records of all Victims and Suspects
    xix. Autopsy Records and Reports
    xx. Any other information or documents relevant to the crash investigation

M. Case Closure and Filing of Charges

a. The Crash Team shall meet to review the comprehensive report to assure that it is complete and accurate.

b. If additional opinions or consultations are necessary, the Crash Team Leader(s) may contact outside authorities, such as Crash Reconstruction Experts, Toxicology Experts, etc.

c. If all Crash Team Members involved are satisfied that all pertinent issues surrounding the crash have been reasonable resolved, the final report shall be approved.

d. Once the final report has been approved by the Crash Team Members, it will be turned over to the Deputy Prosecuting Attorney assigned to the Crash Team for a determination if criminal charges will be filed.

e. The Crash Team Leader(s) and the Deputy Prosecuting Attorney assigned to the Crash Team shall personally notify all non-suspect parties of the decision on the filing of criminal charges.

f. The Deputy Prosecuting Attorney assigned to the Crash Team will be responsible to ensure that Indiana Law is followed regarding the notification of the victim(s) and/or victim(s) representative(s) of any and all court proceedings.

N. Family Liaison

a. The Crash Team Leader or his/her designee will have the responsibility to:
   i. Serve as a liaison to the victim(s) and/or the victim(s) family.
   ii. Make notification(s) to immediate family.
   iii. Keep the victim(s) and/or immediate family informed as to the progress of the investigation.
   iv. Notify the victim(s) and/or immediate family when charges are filed.
   v. Answer any questions the victim(s) and/or immediate family have regarding the crash, which does not compromise the investigation or offer legal advice.
   vi. Provide the victim(s) and/or immediate family with contact information for victim's assistance programs.

O. Crash Team Coordinator

a. The Crash Team Coordinator shall be responsible for the following:
   i. Preparing all reports required by Indiana Criminal Justice Institute.
   ii. Collecting all Crash Team Payroll Sheets and submitting the appropriate paperwork for reimbursement from Indiana Criminal Justice Institute in a timely manner.
   iii. Prepare any reports requested for the overall team operations by any Department Head that has Officer/Deputies assigned to the Crash Team.
   iv. Provide the Crash Team with notice of educational opportunities from the Indiana Criminal Justice Institute, as appropriate.
   v. Assist the Crash Team Leaders as needed.

b. The Crash Team Coordinator will be assigned to a Crash Team and required to assist where needed.

c. The Crash Team Coordinator is under the direct supervision of the Crash Team Leader(s) while working on the crash investigation.

P. Pay / Reimbursement

a. All Crash Team Members who are on-call shall respond when requested, absent conflict.

b. Any Crash Team Member that has a conflict during his/her scheduled on-call period shall make all attempts to get their position covered by another Crash Team Member with the same or similar training/position.

c. If a Crash Team Member is requested during his/her work hours, they would not qualify for FACT pay if the crash is determined by the Indiana Criminal Justice Institute to qualify for FACT pay.

d. If a Crash Team Member is requested during his/her work hours; however, the investigation requires hours outside of those normally scheduled work hours, they would qualify for FACT pay if the crash is determined by the Indiana Criminal Justice Institute to qualify for FACT pay.

e. If a Crash Team Member is requested during any time in which he/she is not working, they would qualify for FACT pay if the crash is determined by the Indiana Criminal Justice Institute to qualify for FACT pay.

f. Any time a Crash Team Member spends working outside of his/her scheduled work hours, on the investigation and/or court proceedings, will be paid FACT pay if the crash is determined by the Indiana Criminal Justice Institute to qualify for FACT pay.

g. Crash Team Members are responsible for submitting their Crash Team Payroll Sheets to the Crash Team Leader(s) in a timely manner.

h. The Crash Team Leader(s) will be responsible for submitting the Crash Team Member's Payroll Sheets into the Crash Team Coordinator in a timely manner.

i. The Crash Team Members employer will be responsible for paying the Crash Team Member the appropriate pay rate for his/her time spent working on the investigation.

j. The Crash Team Members employer will be eligible to be reimbursed for crashes that are deemed to qualify for reimbursement:

i. Crashes that involve serious bodily injury or a fatality to person(s) other the suspect driver(s), and
ii. The suspect driver is potentially impaired on alcohol and/or drugs, and
iii. There is a potential for criminal charges to be filed against the suspect driver

Boone County SBI / FACT Teams

Coordinator
Sean Kutz
skutz@co.boone.in.us
(765)610-1316

Prosecutor
Melissa Garten
mgarten@co.boone.in.u
(317)410-7287

Team 1

Team Leader
Brian Stevenson
bstevenson@co.boone.in.us
(317)446-7182
Phone – AT&T

Crash Reconstuctionist
Kevin Allen
kallen@cityoflebanon.org
(765)490-0414
Pager

Drake Sterling
dsterling@zionsvillepd.com
317-518-1000
Phone – Verizon

Doug Gauthier (Back Up)
dgauthier@zionsvillepd.com
(317)408-6708
Phone – Verizon

OWI/DRE Specialist
Sean Kutz
skutz@co.boone.in.us
(765)610-1316
Phone – AT&T

Ryan Batts
rbatts@cityoflebanon.org
(765)481-9442
Phone – AT&T

Team 2

Team Leader
Ben Phelps
bphelps@cityoflebanon.org
(317)714-5353
Phone - Verizon

Crash Reconstructionist
Jeremy McClaine
jmcclaine@co.boone.in.us
(765)481-8363
Phone – AT&T

Jeremy Fargo
jfargo@whitestown.in.gov
(317)270-7335
Phone - Verizon

Clint Stewart
cstewart@co.boone.in.us
(765)894-3050
Phone – AT&T

OWI/DRE Specialist
Jesse Boggs
jboggs@co.boone.in.us
(317)435-2156
Pager

Chris Nelson
cnelson@whitestown.in.gov
(317)946-0020
Phone - Verizon

Evidence Technician
Amber Perkins
aperkins@co.boone.in.us
(765)242-1052
Pager

Statement Specialist
Ben Rutledge
brutledge@whitestown.in.gov
(317)730-6516
Phone – Verizon

General Scene Help
Wayde Knox
jknox@zionsvillepd.com
(317)753-6431
Phone – Verizon

Excise
Steve Toleos
stoleos@atc.in.gov
(317)691-5128
Phone – AT&T

Evidence Technician
Brad Kiefer
bkiefer@zionsvillepd.com
(317)518-1001
Pager

Statement Specialist
Adrian Martin
amartin@zionsvillepd.com
(317)428-7462
Phone - Verizon

General Scene Help
Cary Clanton
cclanton@cityoflebanon.org
(765)481-9657
Pager

Excise
Steve Toleos
stoleos@atc.in.gov
(317)691-5128
Phone – AT&T

Vehicle Inspection Form.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Boone County Sheriff's Office Vehicle Inspection

VIN_____

LICENSE _____ DATE_____

MILEAGE_____ DEPUTY_____

	Exc	Good	Fair	Poor		Exc	Good	Fair	Poor
INTERIOR INSPECITON					**EXTERIOR LIGHTS**				
CLEAN / FREE OF TRASH					HEADLIGHTS				
SEATS CONDITION					TAILLIGHTS				
SEAT BELTS					MARKER LIGHTS				
INTERIOR LIGHTS					BRAKE LIGHTS				
GAUGES					FOUR WAY FLASHERS				
HORN					LICENSE PLATE LIGHTS				
HEAT, A/C					**ENGINE COMPARTMENT**				
STEERING WHEEL / CONTROLS					ENGINE OIL LEVEL				
MIRRORS					COOLANT LEVEL				
WIPERS, WASHERS					WASHER FLUID LEVEL				
PARKING BRAKE					VISIBLE FLUID LEAKS				
EMERGENCY LIGHTS CONTRLS					BELTS / HOSES CONDITION				
SIREN / PA CONTROLS					OIL CHANGE CURRENT?				
RADAR OPERATION					**EMERGENCY LIGHTS**				
TUNING FORKS					LIGHT BAR LIGHTS				
SPOT LIGHT					TAKE DOWNS				
GUN RACK SECURE					ALLEY LIGHTS				
GUN RACK RELEASES					FRONT FACING LIGHTS				
MDT MOUNTING					LEFT SIDE LIGHTS				
PRINTER MOUNTING					RIGHT SIDE LIGHTS				
FLASHLIGHT MOUNTING					REAR FACING LIGHTS				
IN CAR CAMERA OPERATION					DIRECTIONAL BAR				
TABLET MOUNTING					WIG WAGS				
EQUIPMENT / CARGO					**SIREN / AIR HORN**				
MDT					SIREN - ALL MODES				
PRINTER					AIR HORN				
SCANNER					PA SPEAKER				
PBT					**EXTERIOR CONDITION**				
BINOCULARS					PUSH BAR				
STOP STICKS					FRONT / HOOD DAMAGE				
FIRE EXTINGUISHER					LEFT SIDE DAMAGE				
THROW BAG					REAR / TRUNK LID DAMAGE				
CRIME SCENE TAPE					RIGHT SIDE DAMAGE				
FUSEES					ROOF DAMAGE				
BLANKET					EXTERIOR MIRRORS				
RUBBER GLOVES					GLASS CONDITION				
SPARE TIRE / JACK					PAINT CONDITION				
FLASHLIGHT					GRAPHICS CONDITION				
					TIRES / HUBCAPS				
Inspected By:_____					TREAD DEPTH AT LEAST 4/32				
					HUB CAPS CONDITION				

Employee Non-Disclosure and Confidentiality Form.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Boone County Sheriff's Office

Michael T. Nielsen, Sheriff

1905 Indianapolis Avenue Lebanon, Indiana 46052
Phone (765) 482-1412 Indianapolis (317) 873-5613
Fax: (765) 483-3370
www.boonecountyindianasheriff.com

EMPLOYEE NON-DISCLOSURE AND CONFIDENTIALITY

All employees of the Boone County Sheriff's Office are required to treat all communications, computer inquiries (NCIC, IDACS, etc.) and written reports to be confidential and subject to disclosure **only** with the specific authorization of the Sheriff.

Each employee (merit or civilian) has and will have extensive contact with other employees and confidential information via NCIC, IDACS and other computer systems. No employee of the Boone County Sheriff's Office shall disclose any information acquired during the course of his/her employment with the Boone County Sheriff's Office to any member of the public without the prior written consent of the Sheriff.

All data or information communicated to and/or received via the Sheriff Office's computer system, case management software, jail management software or dispatch computers is confidential as a matter of law and shall not be disclosed or communicated to any member of the public without the prior written consent of the Sheriff.

Any employee of the Boone County Sheriff's Office who discloses, copies, or transmits any data outside the course of their employment without the prior consent of the Sheriff shall be subject to dismissal.

Each employee of the Boone County Sheriff's Office is required as follows:

1. The employee will carefully guard and keep confidential all information, knowledge or data of Sheriff's Office obtained during the course of his/her employment.

2. No employee will submit, disclose, publish or use the Department's proprietary or confidential information on behalf of themselves or any other employer or personal use.

Date:_____

Michael T. Nielsen
Sheriff

_____
Employee Signature

_____
Employee Name

Protocol with DCS.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

PROTOCOL BETWEEN THE INDIANA DEPARTMENT OF CHILD SERVICES AND COUNTY LAW ENFORCEMENT

Pursuant to various cites in the Indiana Juvenile Code, the following are general guidelines between the Indiana Department of Child Services (DCS), Child Protection Services (CPS), and Law Enforcement Agencies (LEA). While the establishment of procedures provides a basis for cooperative operations, it is recognized that sensitivity, diplomacy, and tact are some of the intangible elements which must be used to implement this protocol. Attention to things such as the genders of the victims of abuse or neglect and that of the investigators/assessors must be considered and handled on a case-by-case basis. The goal of our joint investigations/assessments should be to work together to take whatever steps are necessary to protect the child victims, considering the very individualized circumstances that are present in each case. A goal of our cooperative working relationship should be to make sure that there is consistency in the procedures that each of us uses in investigation/assessment of child abuse and neglect.

1. Reports of Child Abuse or Neglect will be immediately reported to the Indiana Child Abuse and Neglect Hotline at 1-800-800-5556 (the "DCS Hotline"). Law Enforcement Agents can then key in the LEA Access Code: 3274357 to be advanced in the call in queue.

2. The Juvenile Code, in (IC 31-33-7-7), establishes basic procedures for cooperative interaction between CPS and Law Enforcement Agencies (LEAs). LEAs are required to immediately communicate to DCS any report the LEA receives alleging that a child may be abused or neglected, whether or not the LEA has reason to believe that a child is in imminent danger. The LEA is required to conduct an immediate, onsite investigation of the report along with the local county DCS' office whenever the LEA has reason to believe an offense has been committed (IC 31-33-8-2). Situations which would require immediate investigation are: severe or extensive injuries to the child; very young children left alone; any reported abuse of an infant; report of needed medical attention which has not been provided to children; and reports of repeated abuse or neglect.

   If the child is not in imminent danger of severe bodily harm, the officer should make the preliminary investigation and determine if he feels CPS needs to be notified at that time, or if the report can wait until the next working day. A copy of a case report and any other pertinent information obtained by LEA will be forwarded to the local county DCS office.

   In reports of sexual abuse, if LEA has reason to believe than an offense has been committed, there must be an immediate joint investigation with a CPS Case Manager and LEA, pursuant to IC 31-33-7-7. If LEA investigates a sexual offense, and then determines that the victim is a child, the report of this investigation should be called into the DCS Hotline immediately.

3. Pursuant to IC 31-33-9-1 and IC 31-33-9-2, DCS will be the lead investigator when a report is received involving a child who may be a victim of child abuse or neglect, and when the child is under the care of a public or private institution. The phrase "public or private institution" includes day care and group home facilities, foster homes, and public or private schools. In the case of public or private schools, LEA will be the lead investigator; for all other institutions, CPS will be the lead investigator. In situations in which the alleged perpetrator is an employee or owner of the public or private institution, the alleged perpetrator is considered to be in the position of "caretaker" to the alleged victim.

   Whichever agency, law enforcement or CPS, receives the initial report of an allegation of this nature, must make an immediate oral report to the other agency, so that arrangements may be made to initiate the investigation.

   In such cases, the interview must be a joint one, with both LEA and the CPS Case Manager being present during the interview to be certain that each is afforded the opportunity to gather the

information that is needed for its portion of the investigation. Should a situation arise in which the alleged victim refuses to be interviewed by either the CPS Case Manager or LEA, the interviewing agency will supply the other with written questions to which answers are needed. There must be a mutual sharing of information and both must be kept fully informed of the progress, findings, and disposition of the investigation by being given copies of investigative reports and interview log notes.

4. A Case Manager from DCS will be on-call 24 hours per day. The schedule for on-call duty is prepared on a quarterly basis and then updated as changes in personnel occur. If a police officer requires DCS assistance, the DCS Hotline should be contacted. The DCS Hotline will immediately contact the on-call local county Family Case Manager for a call requiring an immediate response by local DCS staff. If the child is not in imminent risk of harm, then LEA will report to the DCS Hotline and the report will be forwarded to the local county DCS' office the following day.

5. A child may be taken into custody by an LEA officer with probable cause to believe the child is in need of services and is in immediate danger, and if the Judge of a juvenile court cannot be reached to obtain a court order (IC 31-34-2-3). Detention should be undertaken after consultation with the DCS Hotline and a local case manager except in cases of extreme urgency. Even in cases of extreme urgency, CPS must be notified that a child has been put in a temporary placement. In cases in which LEA takes custody of a child, they will then place the child in the custody of the CPS Case Manager, who will find an appropriate placement for the child. In any event, before taking a child into custody, it shall be determined if any less restrictive methods can protect the child—this would include removing the perpetrator of the abuse, pursuant to (IC 31-34-2-2). If the child must be taken into custody, appropriate family members will be given preferential consideration in placement by the CPS Case Manager and after completion of a limited criminal history check on proposed caregivers (IC 31-34-4-2). IC 31-34-2-3 and IC 31-34-2-6 require written documentation whenever a child is taken into protective custody without a written or verbal court order and this documentation must be signed by both the CPS Case Manager and LEA officer, when both have participated in the detention.

6. DCS or LEA shall take color photographs of areas of trauma visible on the child as part of an investigation/assessment. (IC 31-33-8-3).

7. When LEA is involved in the investigation of a child fatality, they will be given notice by CPS of a Child Fatality Review Team meeting. The purpose of the fatality review team is to review the information on a child death from all points of view, with the goal of determining if the death could have been prevented, and to discuss what activities or projects might be undertaken in the community to educate people about child safety and prevention.

8. It is hoped that a good working relationship will be continued between DCS and LEA; however, if there is a disagreement or problem between LEA and a case manager, then that situation should be reported to the individual's supervisor. Open communication between LEA and DCS are vitally important.

9. During working hours, CPS Case Managers may require assistance in an investigation/assessment from an officer if there is suspected violence or criminal charges may result.

10. All information obtained during an investigation/assessment, including the name of the complainant, is confidential and cannot be released, and this includes release to the media. During investigations of institutional abuse or neglect, as described above, special attention will need to be focused on working with the schools, and their contact with the media, to be certain that the confidentiality of the victim is maintained.

11. LEA and CPS shall provide to each other any information, including copies of investigation reports, on incidents or causes in which the child may be a victim of abuse or neglect. This requirement includes reports of investigations of child fatalities suspected to be the result of child abuse or neglect, including fatalities determined to be the result of Sudden Infant Death Syndrome (SIDS). CPS is required to submit all substantiated reports to LEA, the Prosecutor, and the Child Protection Team.

This Protocol is effective as of the date of the last signature below (the "Effective Date").

Local Office Director, Indiana Department of Child Services — Date

, SHERIFF — 12-1-14

Law Enforcement Agency/Sheriff — Date

MICHAEL T. NIEDEN, SHERIFF

LETB Uniform Statewide Defensive Tactics Training Program Policy.pdf

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

	LETB UNIFORM STATEWIDE POLICY	Agency Policy/General Order Number:
	Subject: Uniform Statewide Defensive Tactics Training Program	
	Effective: **January 1, 2024**	Revised: **June 19, 2023**

I. PURPOSE

In accordance with IC 5-2-1-1, the Law Enforcement Training Board ("LETB") hereby establishes this Uniform Statewide Defensive Tactics Training Policy in order to ensure the public safety and general welfare of the people of the state of Indiana and to promote equity for all segments of society. This policy may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

II. POLICY

It is the policy of the LETB to value and preserve the sanctity of human life. To ensure the safety of law enforcement officers and others, it is essential that officers are educated, trained, and proficient in defensive tactics techniques to ensure the officer uses only objectively reasonable force to enforce the law, to effect a lawful arrest, and/or to prevent the escape of the person from custody.

The defensive tactics techniques documented in the Uniform Statewide Defensive Tactics Training Program have been approved by the LETB and shall be trained within a two (2) year training cycle by law enforcement officers to ensure proficiency. The statewide defensive tactics training program may not be added to, modified, or altered in any way by any Indiana law enforcement agency, office, or department.

III. UNIFORM STATEWIDE DEFENSIVE TACTICS TRAINING PROGRAM

The Uniform Statewide Defensive Tactics Training Program ("Training Program") contains the approved defensive tactics techniques that will be trained within a two (2) year training cycle to ensure proficiency of Indiana's law enforcement officers in the area of defensive tactics.

A. The Training Program contains the following mandatory categories of techniques that will be trained with demonstrated proficiency, as defined in the Training Program:

1. Positioning;

2. Strikes;

3. Kicks;

4. Blocks;

5. Handcuffing;

6. Takedowns;

7. Offensive Ground Fighting;

8. Defensive Ground Fighting;

9. Subject Control/Displacement/Transition Techniques;

10. Basic Self-Defense Escapes;

11. Intermediate Weapons;

12. Weapon Defense/Retention;

13. Scenario-Based Training; and

14. Vascular Neck Restraint.

B. Defensive Tactics Instructors must train a minimum of one (1) approved technique listed in the Training Program in each of the mandatory categories listed above within a two (2) year training cycle.

C. All law enforcement officers subject to the mandatory in-service training requirement adopted by the LETB, must attend training course(s) that train a minimum of one (1) approved technique listed in the Training Program in each of the mandatory categories listed above, within a two (2) year training cycle, to fulfill the mandatory defensive tactics in-service training requirement.

D. Law enforcement officers who are issued intermediate weapons, to include: conducted energy weapon ("CEW"), chemical designed to temporarily incapacitate a person, and/or another device designed to temporarily incapacitate a person, shall be trained on those issued intermediate weapons, as specified by the manufacturer's training requirement. At this time, this policy and Training Program does not include less-lethal projectiles, and these weapons may be independently trained as directed by law enforcement agencies.

E. All law enforcement officers subject to the mandatory in-service training requirement adopted by the LETB, shall annually complete a minimum of four (4) hours of active hands-on participation in defensive tactics training to fulfill the requirement.

F. The LETB, through the Executive Director of the Indiana Law Enforcement Academy, may waive the active participation requirement, and physical demonstration of proficiency, of the mandatory defensive tactics in-service training for officers on limited duty status, if a waiver is requested by the chief executive officer or training coordinator of the law enforcement agency,

office, or department.

G. Law enforcement officers shall demonstrate proficiency, as defined in the Training Program, in each trained technique for successful completion of the in-service requirement. Defensive Tactics Instructors shall certify the proficiency of each officer trained or provide remedial training until proficiency is demonstrated.

H. The mandatory category, Vascular Neck Restraint, is a control technique characterized by vascular body compression, applying pressure to the vascular structures of the neck, with no compression of the respiratory structures of the throat, such as the trachea or the windpipe. The Vascular Neck Restraint, when properly applied by a trained law enforcement officer, is not a chokehold as defined in IC 35-41-3-3.

IV. CERTIFIED INSTRUCTORS

A. Psychomotor skill instructors certified in physical tactics, hereby known as defensive tactics, (hereinafter referred to as "psychomotor skill instructors") must complete a LETB-approved instructor course or courses that provides instructor-level training under each of the categories of mandatory defensive tactics instruction. This training shall be completed prior to providing any certified defensive tactics instruction under those categories**.**

B. Psychomotor skill instructors who are not currently certified to instruct each of the mandatory categories of defensive tactics instruction, may only train the categories for which they hold current certification.

C. Psychomotor skill instructors may only train the approved technique(s) for which they hold current certification.

D. Psychomotor skill instructors previously certified to instruct all the mandatory categories of defensive tactics instruction will be re-issued a certificate as a Defensive Tactics Instructor.

E. Psychomotor skill instructors who are not currently certified to instruct all the mandatory categories of defensive tactics instruction, shall have one (1) year from the effective date of this policy to obtain the training under subsection A, and submit a request for a re-issued certificate as a Defensive Tactics Instructor, or they forfeit instructor certification.

F. Defensive tactics instructors shall document the approved technique or techniques, and the defensive tactics category or categories, trained for each defensive tactics course. This information will be documented on an Indiana Law Enforcement Academy's Defensive Tactics In-Service Training form, and a copy maintained on file with the hiring or appointing law enforcement agency.

G. Certified instructors are responsible for accurately documenting the defensive tactics training to maintain the instructor certificate.

H. The re-issuance of instructor certificates will not affect the Term of Certification under 250 IAC 2-10-6.

INDEX / TOPICS

A

ACKNOWLEDGEMENTS
Policy manual. 18
Policy revisions. 18
ADMINISTRATIVE COMMUNICATIONS. . 35
ADMINISTRATIVE INVESTIGATION
Surreptitious recording. 360
ADMINISTRATIVE INVESTIGATIONS
PREA. 585
Recorded media files. 373
Vehicle damage. 508
ADMINISTRATIVE LEAVE
Compensation. 657
Employee convictions. 608
Firearms. 87
Fitness for duty. 650
Outside employment. 662
ADMISSIONS
Homeless persons. 385
ADULT ABUSE. 142
Homeless persons. 384
Sexual Assault. 449
AIRCRAFT
Accidents. 335
Flying while armed. 93
Pursuits. 101
Support. 347
Temporary flight restrictions. 190
ALCOHOL
Firearms. 90
Intoxicants. 176
AMBER ALERTS. 160
AMMUNITION
Kinetic energy projectiles. 67
AMMUNITION. 87
Body armor. 639
ANIMALS
Euthanize. 92
Injured. 92, 424
Line-of-duty deaths. 710
Service. 229, 246
ANTI-RETALIATION. 605
APPOINTMENTS
ADA coordinator. 225
ALPR operations coordinator. 381
Audio/video coordinator. 369
Auxiliary coordinator. 203
Bicycle patrol coordinator. 378
Canine coordinator. 118
Chief executive officer. 14
Crisis response unit commander. 287
Exposure control officer. 618
Forfeiture Reviewer. 456
LEP coordinator. 217
Operations director. 475
PREA coordinator. 581
Press information officer (PIO). 189
Training committee. 31
TSA instructor. 93
Vehicle maintenance supervisor. 507
Volunteer coordinator. 251
ARRESTS
Child and dependent adult safety. 243
Citizen's. 216
Consular notifications. 558
Control devices. 64
Diplomatic immunity. 323
Disabled persons. 231
Domestic or family violence. 129
First amendment assemblies. 396
Handcuffs and restraints. 61
Homeless persons. 385
Juveniles. 191
Limited English proficiency (LEP). . . . 221
Log. 191
Mass. 393
Response team. 291
Seat belts. 637
Summons. 321
Towed Vehicles. 428
ARRESTS,
Employee. 608
ASSET FORFEITURE. 453
AUDIO/VIDEO RECORDING
Body cameras. 368
Custodial Interrogation. 445
First amendment assemblies. 392
Holding cells. 563
Mobile (MAV). 358
OIS. 83
Public safety surveillance. 239
Review. 361
AUDITS
ALPR system. 382
Asset forfeiture. 456
Criminal intelligence system. 352
Grievances. 604
Informant files. 461
Information technology. 177
Performance history - quarterly. 686
PREA. 581, 586

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Public safety video surveillance. 242
AUTHORITY. 12
Abuse of. 384
Canine handler. 119, 120
Command. 22
Member. 23
Official. 691
Policy manual. 16
AUTOMATED LICENSE PLATE READERS (ALPR). 381
AUTOMATED VEHICLE LOCATION TRACKING (AVL). 505
AUXILIARY MEMBERS. 202

B

BACKGROUNDS
Ride-alongs. 297
BADGES. 680
BADGES, PATCHES AND IDENTIFICATION
Prohibited use. 661
Speech, expression and social networking. 690
Temporary modified-duty assignment. . 682
Uniforms. 672
While armed. 87
BARRICADE INCIDENTS. 303
BIAS-BASED POLICING. 279
BIAS CRIMES. 168
BICYCLES. 377
Special assignment. 597
Uniforms. 675
BIOLOGICAL SAMPLES
Hazards. 336, 697
PREA. 585
BODY ARMOR
Suspects. 85
BODY PIERCING. 669
BOMBS
Aircraft accidents. 336
Canine detection. 122
Chaplains. 236
Mobile Digital Terminal. 367
Portable audio/video recorders. 371
Radios. 310
BRADY. 469
BRIEFING. 282
BUSINESS CARDS. 681

C

CANINES
Pursuits. 102, 109
Special assignment. 597
Uniforms. 675
CASH
Custody. 563
Unclaimed. 533
Vehicle Inventory. 430
CHANGE OF ASSIGNMENT
Bicycle patrol. 377
CHAPLAINS. 233
Ride-alongs. 297
Volunteers. 249
CHIEF EXECUTIVE OFFICER. 14
CHILD AND DEPENDENT ADULT SAFETY 243
CHILDREN
Amber alerts. 160
Child safety. 243
Language assistance. 220, 229
Safety. 129, 559
Transporting. 636
CITATIONS
Diplomatic immunity. 324
MAV recording. 362
Parking. 435
CITIZEN'S ARREST. 216
CIVIL
Disputes. 401
Liability response (OIS). 82
Subpoenas. 193
COMMAND STAFF
Anti-retaliation. 606
Claims review. 496
Policy review. 18
PREA reviews. 586
Protocol. 21
Tactical training. 295
Training recommendations. 31
Use of force review. 56
Work-related injuries. 665
COMMENDATIONS AND AWARDS
Administrative communications. 35
Performance indicators. 687
COMMUNICABLE DISEASES
Injury and illness prevention. 693
Juvenile custody. 568
COMMUNICATIONS FOR PERSONS WITH DISABILITIES. 225
COMPENSATORY TIME. 657
COMPUTERS
Digital evidence. 446
DTBs. 32
Email. 34
Protected information. 548
CONDUCT
Anti-retaliation. 605
Conflict of interest. 678

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Criminal. 608
Discriminatory harassment. 147
Fitness for duty. 649
MAV recordings. 361
Meritorious. 647
OIS. 77
Prohibited speech, expression and social networking. 690
Ride-alongs. 298
Standards of conduct. 174
CONFIDENTIALITY
ALPR data. 381
Chaplains. 237
Communicable disease information. . . 622
Crisis intervention incidents. 316
Custodial telephone calls. 561
Fitness for duty. 649
Informants. 459
Media. 191
Performance history audits. 688
Protected information. 253, 547
Radio broadcasts. 366
Surreptitious recording. 371
Technology use. 179
CONFLICT OF INTEREST
Outside employment. 661
CONTACTS AND TEMPORARY DETENTIONS
Bias-based policing. 279
CONTROL DEVICES. 64
Custody. 562
Training. 329
COURT APPEARANCES. 193
COURT ORDERS
Adult abuse. 144
Child custody. 243
Civil disputes. 401
Domestic or family violence. 127
Marijuana destruction. 536
Members. 608
Property. 535
Service of court documents. 403
Subpoena. 193
Summons releases. 321
Surreptitious recording. 371
Video images. 241
CRIME ANALYSIS
Public safety video surveillance. 240
CRIME AND DISASTER SCENE INTEGRITY. 284
CRIMINAL INTELLIGENCE SYSTEMS. . 352
CRIMINAL ORGANIZATIONS. 352
CRISIS INTERVENTION INCIDENTS. . . 313
CUSTODIAL INTERROGATIONS
Communications for persons with disabilities. 230
Limited English proficiency. 222
CUSTODIAL SEARCHES. 574
CUSTODIAN OF RECORDS
Email. 34
OIS. 191

D

DAILY TRAINING BULLETINS (DTBS). . 32
DEATH. 186
Chaplains. 236
Custody-Adults. 564
Custody-juveniles. 572
Investigations. 213
Mourning bands. 673
Traffic related. 423
DEBRIEFING
Crisis intervention incidents. 316
Warrant service. 477
DECONFLICTION. 480
DEPARTMENT-OWNED AND PERSONAL PROPERTY. 494
DEPENDENT ADULTS
PREA. 584
Safety. 129, 243, 561
Safety. 243, 561
DIPLOMATIC IMMUNITY. 325
DISABLED
Communicating with the. 225
Involuntary detentions training. 320
Motorist. 441
Vehicles. 441
DISCIPLINE. 171
Custody-juveniles. 571
Volunteers. 255
DISCLAIMER. 16
Administrative communications. . . . 35, 35
DISCRIMINATION
Americans with Disabilities (ADA). . . 225
Limited English proficiency. 217
Racial or bias-based profiling. 279
DISCRIMINATORY HARASSMENT. . . 147
DOMESTIC OR FAMILY VIOLENCE. . . 127
DRIVING
Defensive. 254
Mobile Data Terminal. 365
Personal Communication Devices. . . . 500
Pursuit tactics. 100
Safety. 176

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Seat belts. 636
Severe use. 501

E

ELECTRONIC CIGARETTES. 623
ELECTRONIC MAIL. 34
Personal communication devices. . . . 497
Privacy expectation. 177
Speech, expression and social networking. 689
EMERGENCY OPERATIONS PLAN. . . . 26
EMPLOYEE ASSISTANCE PROGRAM. . 611
ETHICS
authority. 172
EVALUATIONS
Part-time officers/deputies. 197
EVIDENCE
Bombs. 312
Custodial searches. 574
Digital. 446
PREA. 581
Public safety video surveillance. 241
Seizing recordings. 375
EXPLOSIONS. 311
EXPOSURE CONTROL
HAZMAT. 300
Officer. 618
Reviews. 693
EYEWITNESS IDENTIFICATION
Field identification. 467
EYEWITNESS IDENTIFICATION. . . . 351

F

FIELD TRAINING OFFICERS. 339
Conflict of interest. 678
Special assignments. 597
FIREARMS. 85
Auxiliary members. 203
Conduct. 176
Crisis response unit. 294
Custody. 562
Destruction of animals. 552
Involuntary detentions. 320
Personally owned. 86
Pursuits. 105
Temporary custody. 562
Vehicle maintenance. 501
FIRST AMENDMENT ASSEMBLIES. . . 391
FITNESS FOR DUTY
Temporary modified-duty assignments. . 684
Volunteers. 253
FLYING WHILE ARMED. 93
FOREIGN
Country convictions. 608
Diplomatic and consular representatives. 323
Nationals. 558
FORMS
Discrimination complaint. 150
Eyewitness identification. 465

G

GANGS
Civilian attire. 676
Member affiliation. 172
PREA. 586
GRIEVANCES
Fitness for duty. 651
Outside employment. 661
Supervisor authority. 16

H

HANDCUFFING AND RESTRAINTS. . . . 59
HANDCUFFING AND RESTRAINTS
Custody. 563
Persons with disabilities. 227
HAZARDOUS MATERIAL (HAZMAT)
RESPONSE. 300
Aircraft accidents. 336
Traffic. 422
Training. 697
Vehicle Inventory. 430
HAZARDS. 695
HIGH-VISIBILITY VESTS. 420
HOMELAND SECURITY LIAISON. . . . 353
HOMELESS PERSONS. 384
HOSTAGE AND BARRICADE INCIDENTS
Notifications. 211
Rapid response and deployment. 327
HOSTAGE SITUATIONS. 305

I

IDENTIFICATION CARDS. 681
IDENTITY THEFT. 260
ILLNESS AND INJURY PREVENTION. . 693
IMMEDIATE DETENTIONS. 318
IMMUNIZATIONS. 620
INFORMATION AND SUMMONS

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Traffic. 433
INFORMATION TECHNOLOGY. 177
INFORMATION TECHNOLOGY USE. . . 177
INSPECTIONS
Body armor. 638
Control devices. 64
Crisis response unit - operational readiness 288
Exposure control. 618
Firearms. 90
Holding cells. 563
Illness and injury prevention. . . . 693, 696
Personal communication devices. . . . 497
Personal protective equipment. 696
Personnel. 282, 671
Vehicles. 504, 696
INTERNAL AFFAIRS
Personnel records. 641
INVESTIGATION AND PROSECUTION. . 443
INVOLUNTARY DETENTIONS. 318

J

JURISDICTION
Aircraft accidents/collisions/crashes. . . 336
Consular notification. 558
Death notifications. 215
Emergency management. 26
Identity theft. 260
Multijurisdictional negotiation teams. . . 287
OIS. 76
Pursuits. 103
Registered offenders. 207
Traffic accidents. 422

K

KEYS
Searches. 134
Vehicle. 505
KINETIC ENERGY PROJECTILE. 66

L

LAW ENFORCEMENT AUTHORITY. . . 12
LIMITED ENGLISH PROFICIENCY. . . . 217
Interpreters. 465

M

MAJOR INCIDENT NOTIFICATION. . . 211
MEAL PERIODS AND BREAKS. 652
MEDIA
Aircraft accidents. 338
First amendment assemblies. 396
Major incidents. 211
OIS. 83
Operations plans. 482
Storage and integrity. 362
Storage and retention. 241
Warrant service. 478
MEDICAL
Aircraft accidents. 335
Barricade situation. 304
Child involuntary detention. 139
Domestic or family violence. 129
Examinations - Adult abuse. 144
Examinations - PREA. 585
Examinations - temporary modified-duty. 684
File. 650
For canines. 124
HAZMAT exposure. 300
Homeless persons. 384
Illness and injury prevention. 693
Jail notification. 60
Leave Act FMLA. 614
Personnel-body cavity searches. 577
Personnel records. 641
Screening-custody-adults. 559, 560
Screening-custody-juveniles. 568
Treatment for OC spray. 65
Treatment for tear gas. 65
Treatment for work-related injury and illness. 665
MISSING PERSONS
ALPR. 381
MOBILE AUDIO/VIDEO (MAV). 358
MUTUAL AID
Emergency operations plan activation. . . 26
First amendment assemblies. 394
Warrant service. 477

N

NOTIFICATIONS
Aircraft accidents. 336
Bombs. 312
Consular. 558
Custody suicide attempt, death or serious injury. 564, 572
Death. 215
Department of Child Services. 136
Exposure control. 618

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Member arrests, convictions and court orders. 608
Member convictions. 609
OIS. 78
Operating while intoxicated. 438
Post-OC application. 66
PREA. 584
Pregnancy. 684
Restraints. 60
Traffic death. 423

O

OATH OF OFFICE. 15
OC SPRAY
Decontamination. 60
OFFICER INVOLVED SHOOTING (OIS)
Fitness for duty. 650
OFFICER-INVOLVED SHOOTING (OIS)
MAV retrieval. 360
Notifications. 211
OFFICER SAFETY
Asset forfeiture. 454
Body armor. 638
Contacts and temporary detentions. . . . 348
Crime and disaster scene integrity. . . . 284
Crisis intervention incidents. 314
Custodial searches. 574
Domestic or family violence. 127
Emergency assistance. 114
Emergency responses. 115
Firearm confiscation. 77
Foot pursuits. 109
Handcuffing and restraints. 59
Informants. 461
MAV recordings. 360
Occupational hazards. 695
Personal appearance standards. 667
Personal communication devices. . . . 497
Portable audio/video recorders. . . 369, 370
Search and seizure. 134
Seat belts. 636
Vehicle pursuits. 95
Vehicle Towing. 431
Warrant service. 475
OPERATING UNDER THE INFLUENCE. . 436
OPERATIONS PLANNING AND DECONFLICTION. 479
ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY. 20
OUTSIDE AGENCY ASSISTANCE. . . . 204
OUTSIDE EMPLOYMENT. 660
OVERTIME
Court. 194
Limitation on hours worked. 651

P

PARKING
Citations. 435
PART-TIME OFFICERS/DEPUTIES. . . . 195
PATCHES. 681
PATROL. 276
PAYROLL RECORDS
Limitation on hours worked. 651
PERFORMANCE EVALUATIONS
Conflict of interest. 678
Sick leave. 615
Volunteers. 251
PERFORMANCE HISTORY AUDITS. . . 686
PERSONAL APPEARANCE STANDARDS. 667
PERSONAL COMMUNICATION DEVICES 497
PERSONAL PROTECTIVE EQUIPMENT. 512
PERSONNEL COMPLAINTS
Brady. 470
Disabled persons. 227, 231
Limited English proficiency. 223
MAV recordings. 361
Performance indicator. 687
Protected information. 548
Volunteers. 255
PERSONNEL ORDERS. 35
PERSONNEL RECORDS. 640
PHOTOGRAPHS
Aircraft accidents. 337
Field. 350
First amendment assemblies. 392
Photo lineup. 466
POLICY MANUAL. 16
PORTABLE AUDIO/VIDEO RECORDERS. 368
PREA. 580
PREGNANCY
Custody. 563
PRIVACY EXPECTATIONS
Audio/video recordings. 369
Email. 34, 34
Mobile Data Terminal. 365
Personal communication devices. . . . 497
Speech, expression and social networking. 691
Technology use. 177
Vehicles. 504
PROPERTY BUREAU
Canine controlled substances. 126
PROTECTED INFORMATION

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Ride-alongs. 298
PROTECTIVE CUSTODY
Dependent adults. 144
PUBLIC ALERTS. 160
PUBLIC RECORDING OF LAW ENFORCEMENT ACTIVITY. 374
PUBLIC RECORD REQUEST. 542
PUBLIC SAFETY VIDEO SURVEILLANCE 239
PURSUITS
Foot. 109
Vehicle. 95

R

RAPID RESPONSE AND DEPLOYMENT. 327
RECORDS
Suspicious activity reports. 399
RECORDS BUREAU
Service of court documents. 403
RECORDS RELEASE
ALPR data. 382
Audio/video recordings. 373
Media. 191
OIS. 191, 191
Public safety video surveillance. 241
Subpoenas and discovery requests. . . . 545
RECORDS REQUESTS
Personnel records. 642
RECORDS RETENTION
Audio/video recordings. 372
Illness and injury prevention. 698
Personal protective equipment. 515
Recruitment and selection. 593
Unmanned aerial system. 474
RECRUITMENT AND SELECTION. . . . 591
REGISTRANTS. 207
RELIGION
Accommodations in custody. 561
Accommodations in temporary custody of juveniles. 572
Personal appearance standards. 670
REPORTING OF ARRESTS, CONVICTIONS AND COURT ORDERS. 608
REQUEST FOR CHANGE OF ASSIGNMENT 645
RESERVE DEPUTIES. 198
RESPIRATORY PROTECTION. 513
RETALIATION
PREA. 586
REVIEW
Exposures. 693
REVIEWS
Anti-retaliation. 607
Asset forfeiture seizures. 456
Crisis intervention in incidents - annual. . 317
Exposure control plan - periodically. . . 618
Eyewitness identification process - annual. 465
Illness and injury prevention. 693
Incident review - training. 31
LEP coordinator. 217
MAV recordings. 361
Policy manual. 18
Post pursuit. 102, 102
PREA data - annual. 587
PREA incidents - 30 days post-incident. . 586
Public records on social media. 183
Racial or bias-based profiling - annual. . 280
Registrant compliance - annual. 209
Reports. 187
Staffing plan (PREA) - annual. 581
Temporary information files. 354
Training plan. 28
Unclaimed money - annual. 533
Use of force review board. 56
Video surveillance system - annual. . . 242
Volunteer program - annual. 251
RIDE-ALONGS. 296

S

SAFETY
Anti-retaliation. 605
Bomb calls. 308
Canine. 504
Conduct. 176
Defective vehicles. 501
Firearms. 89
First responder. 284
Fitness for duty. 649
Hazardous material response. 300
Inspections. 696
Inspections (vehicle). 501
Media relations. 189
Occupational. 693
Personal protective equipment. 512
Release of protected information. . . . 548
Speech, expression and social networking. 689
Temporary custody of adults. 559
Temporary flight restrictions. 190
Unlawful or conflicting orders. 170
SAFETY EQUIPMENT
Auxiliary members. 202
Body armor. 638
Chaplains. 234
First amendment assemblies. 393

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

Hazardous material response. 302
High-visibility vests. 420
Seat belts. 636
Unmarked vehicles. 502
Volunteers. 251, 254
SCHOOL RESOURCE OFFICERS. 406
SEARCHES. 133
Body cavity. 577
Custodial. 574
Dead bodies. 214
Police Vehicle Inspections. 504
Strip. 575
SEARCH WARRANTS. 475
SEAT BELTS. 636
SECURITY
Personnel records. 642
SERVICE OF COURT DOCUMENTS. . . 403
SEXUAL ASSAULT
PREA. 585
SEXUAL HARASSMENT
PREA. 583
SICK LEAVE. 614
SMOKING AND TOBACCO USE. 623
SOCIAL MEDIA. 181
Backgrounds. 592
Media relations. 396
Speech, expression and social networking. 689
SPECIAL ASSIGNMENTS
School resource officer. 407
SPECIAL ASSIGNMENTS AND PROMOTIONS. 597
SPEECH, EXPRESSION AND SOCIAL NETWORKING. 689
STANDARDS OF CONDUCT. 170
SUBPOENAS. 193
Records release and discovery requests. . 545
Service of court documents. 403
SUMMONS. 321
Juvenile. 435
Traffic. 419
SUPERVISION STAFFING LEVELS. . . . 36
SUSPICIOUS ACTIVITY REPORTING. . 398

T

TAKE-HOME VEHICLES. 506
TEAR GAS. 65
TECHNOLOGY USE. 177
TEMPORARY CUSTODY
Adults. 555
TEMPORARY MODIFIED-DUTY ASSIGNMENTS
Outside employment. 662
TRAFFIC
Accidents. 422
Citations. 433
Signal malfunctions. 333
TRAINING
Bias or prejudice crimes. 169
Briefing. 283
Chaplains. 238
Child and dependent adult safety. . . . 245
Communicable disease. 622
Criminal organizations. 355
Crisis response unit. 294
Custodial searches. 578
Custody. 566
Emergency operations plan. 27
Fair and objective policing. 281
First amendment assemblies. 397
Hazardous materials. 697
Involuntary detentions. 320
Limited English proficiency. 223
MAV. 364
Negotiation team. 294
Occupational safety. 697
Open Records Request Response. . . . 546
Operations planning and deconfliction. . 483
Personal protective equipment. 515
Personnel records. 641
Persons with disabilities. 231, 232
PREA. 588
Protected information. 549
Public safety video surveillance. 242
Pursuits. 108
Rapid response and deployment. 329
School resource officer. 407
Social media. 183
Speech, expression and social networking. 692
Volunteers. 252
Warrant service. 478

U

UNIFORMS
Badges, patches and identification. . . . 680
Courtroom attire. 194
Ride-along attire. 298
Volunteer dress code. 251
UNLAWFUL ASSEMBLY. 395
UNMANNED AERIAL SYSTEM. 472
USE OF FORCE
Review boards. 56
USE OF SOCIAL MEDIA. 181

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office

UTILITY SERVICE EMERGENCIES. . . . 333

V

VEHICLE MAINTENANCE. 501
VEHICLES
Inventory. 430
Pursuits. 95
Tow hearing. 427
Towing. 428
Volunteers. 254
VOLUNTEERS. 249

W

WARNINGS
Canine. 120
Traffic. 419
WARRANT SERVICE. 475
WATCH COMMANDERS. 357
WORK-RELATED INJURY AND ILLNESS
REPORTING. 665

Copyright Lexipol, LLC 2025/01/02, All Rights Reserved.
Published with permission by Boone County Sheriff's Office